

4/17/17



Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
HC1525, Health Care Core Foundations, 1-4 variable credit

Date of Proposal: 11/14/2016 Author: Laura Attenberger

Course Contact: Laura Attenberger Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

Is this proposed course a Liberal Arts and Sciences course? Yes No

If yes, which MnTC area(s) will it fulfill (<http://mntransfer.org>)?
 1 2 3 4 5 6 7 8 9 10

Is this course a requirement/elective for a specific program or programs? Yes No

If yes, which program(s)? Health Unit Coordinator (4 credits) & Administrative Office Specialist (Medical) (2 credits)
— *DARS search*

What impact will this new course have on other program(s)? Both the HUC and AOS programs will need to update their program plans. This course is replacing a 3-credit course in the HUC program, but the program will remain a 16-credit Certificate. There are no course-credit changes for the AOS (Medical) program.

Describe the rationale for offering this new course: This course was created to accommodate a deliverable for a grant received by HealthForceMN. This course will provide updated, relevant information to students who will be entering various healthcare fields.

As Faculty Developer, by signing this *New Course* form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

- Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
- Explored existing course offerings to identify potential duplication
- Completed Online Intention Form

Continue the Curriculum Development Process

- Used online WIDS to create Common Course Outline (CCO)
- Identified:
 - concise 2-3 sentence course description
 - course name
 - lecture/lab credits and hour breakdown
 - course prefix and number
 - prerequisites
 - MnTC goal area — LAS courses
- Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
- Created measurable course competencies and learning objectives
- Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
- Proofread documentation for correct content on CCOs based on SCC example
- Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)

Laura Attenberger
Faculty Developer Signature

11-15-16
Date

As Primary Department Chair, by signing this *New Course* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)
- Proofread documentation for correct content and proper structure on CCOs based on SCC example
- Proofread documentation for grammatical and typographical errors

I support this course I do not support this course — please provide reason(s):

[Signature]
Primary Department Chair Signature

11-15-16
Date

