## 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 Laura Attenberger 11/14/2016 Author: Date of Proposal: Laura Attenberger Grading Method: Grade Pass/Fail Course Contact: ☐ On Demand □ Summer ☐ Alternate Years □ Variable Scheduling: Spring ■ No If yes, which MnTC area(s) will it fulfill (http://mntransfer.org)?  $\square$  5  $\square$  7 □ 8  $\Box$  1  $\square$  2  $\Box$  3  $\Box$  4  $\square$  6 Is this course a requirement/elective for a specific program or programs? Yes If yes, which program(s)? Health Unit Coordinator (4 credits) & Administrative Office Specialist (Medical) (2 credits) - DARS search What impact will this new course 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 have on other program(s)? \_\_\_\_\_ Certificate. There are no course credit changes for the AOS (Medical) program. Describe the rationale for 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 offering this new course: 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 MnTC goal area — LAS courses • course prefix and number prerequisites ☐ 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) 11-15-16 Faculty Developer Signature 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 do not support this course — please provide reason(s): I support this course Primary Department Chair Signature

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	I support this course	☐ I do not support this course — please provide reason(s):
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-	LAS Department Chair Signature	Date
	I support this course	☐ I do not support this course — please provide reason(s):
_	LAS Department Chair Signature	Date
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