



**COMMUNITY COLLEGE PROGRAM AMENDMENT FORM**  
(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

**This form should be completed electronically and the boxes will expand to accommodate text.**  
Current instructions, forms, handouts and other useful resources are located at  
<http://www.ode.state.or.us/search/results/?id=231>

<b>College:</b> Clackamas Community College	<b>Date:</b> 5/10/2017
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CAREER LEARNING AREA	
<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION					
<i>APPROVED</i> Program Title  <small>(For Official Program Title, refer to your directory at <a href="http://www.ode.state.or.us/search/results/?id=232">http://www.ode.state.or.us/search/results/?id=232</a>)</small>	<i>APPROVED</i> CIP Code (Include 7 <sup>th</sup> & 8 <sup>th</sup> digits used for OCCURS reporting.)			<i>APPROVED</i> Recognition Award	<i>Current</i> Credits
	6-digit CIP	7 <sup>th</sup> digit	8 <sup>th</sup> digit		
AAS Title:				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <u>Within</u> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No Retail Management Expanded Certificate	52.1803			<input checked="" type="checkbox"/> Certificate of Completion	45-48

\*\*Enter name of base degree in 'AAS Title' box

TYPE OF PROGRAM AMENDMENT (Check ALL That Apply)		
<input type="checkbox"/> New Program++	<input checked="" type="checkbox"/> Curriculum Revision	Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits:
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:		
<input type="checkbox"/> SUSPENSION of Program	Reason for Suspension:	
Suspension Effective Date:		

++If new program is an additional award for an existing degree or certificate, complete 'Program Information' section for existing program.

## CURRICULUM AMENDMENT

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping.  
For a New Program, complete the Proposed Curriculum section only.]

<b>CURRENT CURRICULUM 2016-17</b> <small>[List entire curriculum as last approved]</small>				<b>PROPOSED CURRICULUM 2017-18</b> <small>[List only course(s) to be amended]</small>			
Course Number	Course Title	Clock Hours	Credits	Course Number	Course Title	Clock Hours	Credits
<b>Fall Term</b>							
BA-285	Human Relations in Business	44	4				
BA-131	Introduction to Business Computing	44	4				
COMM-111	Public Speaking	44	4				
WR-101 or WR-121	Communication Skills: Occupational Writing English Composition	33-44	3-4				
<b>Winter Term</b>							
BA-214 or BA-205	Business Communications Business Communications with Technology	33-44	4				
BA-206	Management Fundamentals	44	4				
BA-217 or BA-272	Budgeting for Managers Financial Analysis, Accounting, and Budget Forecasting (Retail)	33-44	4	<b>BA-217</b>	<b>Budgeting for Managers</b>	<b>33</b>	<b>3</b>
BA-223	Principles of Marketing	44	4				
<b>Spring Term</b>							
BA-224	Human Resource Management	44	4				
BA-249	Retailing	33	3				
BA-104 or MTH-105	Business Math Introduction to Contemporary Math	33 44	3 4				
--	Any BA/BT course not already included in the Retail Management program		3-6		<b>Any BA/BT course not already included in the Retail Management program</b>		<b>5-6</b>
*For this certificate, BA-104 meets the Related Instruction Computation requirement.							
Courses in this program can be applied to partially satisfy elective requirements in the Business AAS degree.							
<b>TOTAL CURRENT CREDITS:</b>			45-48	<b>TOTAL PROPOSED CREDITS:</b>			<b>45-48</b>

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<b>Chief Academic Officer or PTE Dean Signature</b>		<b>Date</b>	5/10/17