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| **Oregon Department of Community Colleges  and Workforce Development** | Office of Educational Improvement & Innovation |
| 255 Capitol Street NE  Salem, OR 97310-0203 | Phone: (503) 378-3600  FAX: (503) 378-5156 |

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| Community Colleges & Workforce Development Logo | **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**](http://www.ode.state.or.us/search/results/?id=231)

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| **College:** | **Clackamas Community College** | **Date** | **4/16/18** |

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| Career Learning Area | |
| 🞏 Ag, Food & Natural Resource Systems | **🞏 Health Services** |
| **🞏 Arts, Information & Communications** | **🞏 Human Resources** |
| 🞏 **Business & Management** | **🞏 Industrial & Engineering Systems** |

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| Program Information | | | | | |
| *APPROVED*Program Title ***(For Official Program Title, refer to your directory at*** [***http://www.ode.state.or.us/search/results/?id=232***](http://www.ode.state.or.us/search/results/?id=232)***)*** | ***APPROVED* CIP Code  (Include 7th & 8th digits used for OCCURS reporting.)** | | | *APPROVED*Recognition Award | *Current*Credits |
| ***6-digit CIP*** | *7th digit* | *8th digit* |
| **AAS Title:** |  |  |  | 🞏 **Associate of Applied Science (AAS) Degree** |  |
| **Option Title\*\*** |  |  |  | 🞏 ***OPTION* to AAS Degree** |  |
| **Certificate Title: *Within* AAS Degree? 🞏 Yes\*\* √ No**  **Human Resource Management** | **52.1005** |  |  | 🞏 **Certificate of Completion** | **46-47** |

**\*\*Enter name of base degree in ‘AAS Title’ box**

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| TYPE OF PROGRAM AMENDMENT(Check ALL That Apply) | | | |
| 🞏 **New Program++**  🞏 **Title Change for Program** | 🞏 **Curriculum Revision** | 🞏 **Revision in Program Credits** | |
| ***Proposed* Total Credits:** | **45-46** |
| ***Proposed* AAS Title:** |  | | |
| ***Proposed* OPTION Title:** |  | | |
| ***Proposed* Certificate Title:** |  | | |
| 🞏 ***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.**

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| **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.] | | | | | | | |
| *CURRENT CURRICULUM 2017-18* [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 2018-19 [List only course(s) to be amended] | | | |
| Course Number | Course Title | ClockHours | **Credits** | Course Number | **Course Title** | Clock **Hours** | **Credits** |
| Human Resource Management Certificate | | | | | | | |
| Fall Term | | | | | | | |
| BA-101 | Introduction to Business | 44 | 4 |  |  |  |  |
|  |  |  |  | BA-104\*  or  MTH-065 | Business Math  or  Algebra II | 33-44 | 3-4 |
|  |  |  |  | BA-131 | Introduction to Business Computing | 44 | 4 |
| BA-224 | Human Resource Management | 44 | 4 | REMOVE | | | |
| BA-226 | Business Law I | 44 | 4 | REMOVE | | | |
| WR-121 | English Composition | 44 | 4 |  |  |  |  |
| Winter Term | | | | | | | |
| BA-104\*  or MTH-065 | Business Math  Algebra II | 33-44 | 3-4 | REMOVE | | | |
| BA-206 | Management Fundamentals | 44 | 4 | REMOVE | | | |
| BA-208 | Employee Labor Relations | 44 | 4 |  |  |  |  |
|  |  |  |  | BA-224 | Human Resource Management | 44 | 4 |
|  |  |  |  | BA-250 | Small Business Management | 33 | 3 |
| BA-285 | Human Relations in Business | 44 | 4 |  |  |  |  |
| Spring Term | | | | | | | |
| BA-131 | Introduction to Business Computing | 44 | 4 | REMOVE | | | |
|  |  |  |  | BA-226 | Business Law I | 44 | 4 |
| BA-229 | Employment Law | 44 | 4 |  |  |  |  |
| BA-254 | Basic Compensation and Benefits | 44 | 4 |  |  |  |  |
| BA-280 | Business/CWE | 216 | 3 |  | | | |
| \*For this certificate, BA-104 meets the Related Instruction Computation requirement. | | | |  |  |  |  |
| Courses in this program can be applied to satisfy requirements in the Business AAS degree. | | | |  |  |  |  |
| **TOTAL *CURRENT* CREDITS:** | | | 46-47 | **TOTAL *PROPOSED* CREDITS:** | | | 45-46 |

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| College Contact | Michael Moiso | | **Telephone No.** | 503-594-3770 | |
| E-Mail Address | [mmoiso@clackamas.edu](mailto:mmoiso@clackamas.edu) | | **Fax No.** |  | |
| **Chief Academic Officer *or* PTE Dean Signature** | |  | | **Date** | **4/17/18** |