

Program Name: Retail Management Expanded

Program Type: Certificate

Plan Implementation Date: June 30, 2018

of Students in Program: 8

Source: Cert. Retail Management Expanded Actively Enrolled Students (see attached)



Cert. Retail
Management Expan

Teach out Plan:

Current students will be able to complete the Expanded Retail Management Certificate within five catalog years, through a teach-out process. All courses in the Certificate remain available as part of the other ongoing programs in the Business Department.

Students wishing to return to the program (but not enrolled at the time of termination) may apply all of their earned credits directly the AS Business. No additional classes are required for this degree completion option.

Communication plan with students:

- An email will be sent to current Students by the Retail Management lead faculty this spring about the impending suspension of the Retail Expanded Certificate Program.
- The AAS Retail Management has not been in the catalog for 3 years, so the communication of the suspension for future students is not required.
- Further communication from students will directed to the Business and Computer Science chair and then forwarded to the appropriate faculty.



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>

College:	Clackamas Community College	Date	05/16/2018
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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					
<u>APPROVED</u> Program Title	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	<u>Current</u> Credits
(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	6-digit CIP	7 th digit	8 th 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 type="checkbox"/> Curriculum Revision
<input type="checkbox"/> Title Change for Program	<input type="checkbox"/> Revision in Program Credits
	Proposed Total Credits:
Proposed AAS Title:	
Proposed OPTION Title:	
Proposed Certificate Title:	
<input checked="" type="checkbox"/> SUSPENSION of Program	Low student enrollment
Suspension Effective Date:	06/30/18

++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.]

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	Clock Hours	Credits	Course Number	Course Title	Clock Hours	Credits
Fall Term							
BA-131	Introduction to Business Computing	44	4				
BA-285	Human Relations in Business	44	4				
COMM-111	Public Speaking	44	4				
WR-101 or WR-121	Communication Skills: Occupational Writing English Composition	33-44	3-4				
Winter Term							
BA-206	Management Fundamentals	44	4				
BA-214 or BA-205	Business Communications Business Communications with Technology	33-44	4				
BA-217 or BA-272	Budgeting for Managers Financial Analysis, Accounting, and Budget Forecasting (Retail)	33-44	3-4				
BA-223	Principles of Marketing	44	4				
Spring Term							
BA-104 or MTH-105	Business Math Introduction to Contemporary Math	33 44	3 4				
BA-224	Human Resource Management	44	4				
BA-249	Retailing	33	3				
--	Any BA/BT course not already included in the Retail Management program		3-6				
*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.							
TOTAL CURRENT CREDITS:			45-48	TOTAL PROPOSED CREDITS:			Suspended

College Contact	Beverly Forney	Telephone No.	503-594-3115
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Chief Academic Officer or PTE Dean Signature		Date	5/22/18