# Curriculum Committee Agenda

**May 1, 2020**

| | Presenter | Action |
|---|---|---|
| 1. **Welcome and Introductions** | **Chair** | |
| 2. **Approval of Minutes** | **Chair** | Approval |
| 3. **Consent Agenda**<br>  a. Course Number Change<br>  b. Course Title Change<br>  c. Reviewed Outlines for Approval | **Chair** | Approval |
| 4. **Informational Items** | | |
| 5. **Old Business**<br>  a. Review Upcoming Membership Vacancies | **Chair** | Discussion |
| 6. **New Business**<br>**a. Related Instruction**<br>    i. HR: PSY-101<br>    ii. PE/Health: HPE-296 | **RI Sub-Committee** | Approval/20.SU |
| **b. Course Hours, Instructional Method, Credits Change**<br>    i. BA-111<br>    ii. BA-112<br>    iii. BA-216 | **Joan San-Claire**<br>"<br>" | Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU |
| **c. New Courses**<br>    i. EFA-101C<br>    ii. FRP-281, 282, 284, 286, 288<br>    iii. SDP-140, -141, -142, -143 | **Sue Mach**<br>**Jeff Ennenga**<br>**Bev Forney** | Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU |
| **d. Program Amendments**<br>    i. Accounting Assistant AAS<br>    ii. Accounting Clerk CC<br>    iii. Administrative Professional AAS<br>    iv. Administrative Assistant CC<br>    v. Administrative Assistant Training CC<br>    vi. Project Management AAS | **Joan San-Claire**<br>"<br>**Bev Forney**<br>"<br>"<br>" | Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU<br>Approval/20.SU |
| 7. **Closing Comments** | | |

# Curriculum Committee Minutes

**May 1, 2020**

**Present**: Karen Ash, Dustin Bare, Nora Brodnicki, Rick Carino, Elizabeth Carney, Jeff Ennenga, Megan Feagles (Recorder), Ida Flippo, Eden Francis, Sue Goff, Shalee Hodgson, Jason Kovac, Kara Leonard, Alice Lewis, Mike Mattson, Jeff McAlpine (Alternate Chair), Suzanne Munro, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Esther Sexton, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand

**Guests:**  Britany Ellerbrook, Mike Farrell, Robert Keeler, Eric Lee, Joseph Shelton, Shelly Tracy

**Absent**:  Katie Hodgin (ASG), Frank Corona, David Plotkin, Charles Siegfried

1. **Welcome & Introductions**

2. **Approval of Minutes**
   a. Approval of the March 6, 2020 minutes
   *Motion to approve, approved*

3. **Consent Agenda**
   a. Course Number Changes
   b. Course Title Change
   c. Reviewed Outlines for Approval
   *Motion to approve, approved*

4. **Informational Items**
   a.

5. **Old Business**
   a. **Review Upcoming Membership Vacancies**
      i. Deans are responsible for filling vacancies in their area
      ii. There is interest in broadening the categories so that it is easier to fill vacancies.
      iii. Dustin, Kara, Jeff Ennenga are willing to renew
      iv. Jeff McAlpine sabbatical next year. Will need new alternate chair.
      v. Rick Carino sabbatical 2020/Fall
      vi. Nora Brodnicki sabbatical 2021/SP. Renew otherwise.
      vii. *Curriculum Office will send updated list to Deans*
      viii. *Curriculum Office will update list and repost everywhere. Done on 5/1/20 by MCF*

6. **New Business**
   a. **Related Instruction**
      i. HR: COMM-100, 140, 219
      ii. PE/Health: HE-163, 164, 201, 202, 207, 250
         1. The Related Instruction Sub-Committee recommends the courses listed continue to be approved as Related Instruction
   *Motion to approve, approved*
   b. **Course Hours, Instructional Method, Credits Change**
      i. EET-139, EET-239
         1. Mike Farrell presented
         2. Changing from 44 LE/LA to 11 LECT, 22 LE/LA. No credits change.
         3. "We found that we moved much of the class time projects to outside of class time. We want to reduce the in class hours to maintain a proper workload balance for the students."
   *Motion to approve, approved*
      ii. HUM-160/SSC-160
         1. Bob Keeler and Joseph Shelton presented
         2. Changing from 55 LECT, 5 credits to 44 LECT, 4 credits
         3. "Changing HUM/SSC 160 to 4 credits also aligns with our department's other comparable cross listed HUM/SSC courses such as Perspective on Democracy and Perspectives on Terrorism, as well as all of our other transfer social science and humanities courses with the sole exception of PSY 101, which is 3 credits mainly because it serves as required

related instruction in a variety of rather credit-packed CTE certificate and degree programs around campus."

*Motion to approve, approved*

    iii.   HPE-296
  1. Megan Feagles presented on behalf of Education/Human Services/Criminal Justice
  2. Hours change from 33 LECT to 60 LE/LA
  3. HPE-296 should have always matched HPE-295. The update to the hours would align HPE-296 with HPE-295.

*Motion to approve, approved*

    iv.   MFG-109
  1. Megan Feagles presented on behalf of the Industrial Technology Department
  2. Hours change from 39 LECT to 33 LECT. No credit change. Change is being made to more closely follow CCWD-approved lecture hours ratio for CCC's 11-week terms.

*Motion to approve, approved*

  c.  **New Courses**

    i.   APR-104MA, 106MA, 111MA, 112MA, 201MA, 202MA
  1. Shelly Tracy presented
  2. From outline: "new apprenticeship trade"
  3. For the new Machinist AAS and Career Pathway. These will be equated to existing MFG classes.

*Motion to approve, approved*

    ii.   APR-108LM
  1. Shelly Tracy presented
  2. Already ran as a -199. For Limited Maintenance Electrician program.

*Motion to approve, approved*

    iii.   APR-236IEL
  1. Shelly Tracy presented
  2. From outline: "lab portion of series"

*Motion to approve, approved*

    iv.   EFA-101J
  1. Bob Keeler presented
  2. Intro course for Social Sciences, Human Services, Criminal Justice EFA.
  3. It was requested the EFA syllabi be shared with advising so they can better help students.

*Motion to approve, approved*

    v.   EFA-101N
  1. Megan Feagles presented on behalf of Matt LaForce
  2. Intro course for Natural Resources EFA

*Motion to approve, approved*

    vi.   PE-185s
  1. Megan Feagles presented on behalf of Jim Martineau
  2. These are new offerings of the PE-185 physical education class. We keep only one outline on file, but it has multiple records in Colleague

*Motion to approve, approved*

  d.  **Program Amendments**

    i.   AS, Mechanical Engineering, PSU
  1. Eric Lee presented
  2. Replacing WR-122 or WR-227 with 4 credits of Arts & Letters or Social Science electives
  3. Total credits change from 101 to 100-101

*Motion to approve, approved*

    ii.   AS, Electrical/Computer Engineering, PSU
  1. Eric Lee presented
  2. Changing Arts & Letters or Social Science elective from 4 credits to 3-4 credits
  3. Total credits change from 101-106 to 100-106

*Motion to approve, approved*

    iii.   AS, Civil/Environmental Engineering, PSU
  1. Eric Lee presented
  2. Moved GIS-201 to another term. Removed 4 credits of Arts & Letters electives
  3. Total credits change from 100-104 to 95-100

*Motion to approve, approved*

    iv.   AS, Engineering, George Fox
  1. Eric Lee presented
  2. Distributed summer term courses into other terms and eliminated summer term
  3. Removed MTH-243

4. Moved a bunch of courses around
5. Total credits change from 105-106 to 101-102
*Motion to approve, approved*
    v. Electrician Apprenticeship Technologies AAS
        1. Shelly Tracy presented
        2. Inside Electrician Focus Area: Adding APR-236IEL (lab portion of APR-236IE), removing APR-175IE
        3. Limited Maintenance Electrician Focus Area: Adding APR-108LM and HE-261, removing APR-107LM
*Motion to approve, approved*
    vi. Electrician Apprenticeship Technologies CC
        1. Shelly Tracy presented
        2. Inside Electrician Focus Area: Adding APR-236IEL (lab portion of APR-236IE), removing APR-175IE
        3. Overall credits change from 45-60 to 45-58.
*Motion to approve, approved*

    e. **New Programs**
      i. Industrial Mechanics and Maintenance Technology Apprenticeship AAS
        1. Shelly Tracy presented
        2. What are the electives?
            a. Any 100-level or higher in MFG, IMT, etc.
*Motion to approve, approved*
      ii. Mechanics and Maintenance Apprenticeship Technologies: Trade Worker Apprenticeship Technologies CPCC
        1. Shelly Tracy presented
*Motion to approve, approved*

7. **Closing Comments**
    a.

*-Meeting Adjourned-*

<div style="background-color:#1F3864; color:white; text-align:center; font-weight:bold;">Next Meeting: May 15, 2020</div>

## 1. Course Title Change

| Course | Current Title | Proposed Title |
|--------|---------------|----------------|
|        |               |                |
|        |               |                |

## 2. Course Number Change

| Course | Title | Proposed Course Number |
|--------|-------|------------------------|
|        |       |                        |
|        |       |                        |

## 3. Outlines Reviewed for Approval

| Course | Title | Implementation |
|--------|-------|----------------|
| BA-101 | Introduction to Business | |
| BT-262 | Integrated Projects | 2020/SU |
| SDP-206 | Advanced Leadership | |

### Section #1 General Course Information

**Department:** Business & Computer Science: Business

**Submitter**

First Name: <span style="color:red">Beverly</span>
Last Name: <span style="color:red">Forney</span>
Phone:       <span style="color:red">3115</span>
Email:       <span style="color:red">Beverlyf</span>

**Course Prefix and Number:** BA - 101

**# Credits:** 4

**Contact hours**

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Introduction to Business

**Course Description:**

<span style="color:red">Introduces the American business system in a changing global environment. Disciplines covered include economics, entrepreneurship, formation, accounting, finance, marketing, and management. In addition, students are introduced to current opportunities in seeking an AAS degree and/or current certificate offerings within the CCC Business Department.</span>

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

<span style="color:red">No</span>

**Can this course be repeated for credit in a degree?**

No

**Is general education certification being sought at this time?**

No

**Does this course map to any general education outcome(s)?**

No

**Is this course part of an AAS or related certificate of completion?**

Yes

**Name of degree(s) and/or certificate(s):** <span style="color:red">AAS Business, Business Mgmt. Certificate; AAS Admin Professional; AAS Project Management; AAS Accounting Assistant, Accounting Clerk Certificate; Human Resource Mgmt. Certificate</span>

**Are there prerequisites to this course?**

No

**Are there corequisites to this course?**

No

**Are there any requirements or recommendations for students taken this course?**

Yes

**Recommendations:** WRD-090 or placement in WRD-098

**Requirements:**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)\***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. describe and discuss the various factors necessary for cultivating and operating a business in a diverse global environment, including: The Free Enterprise System; Economics, Globalization, Ethics and Social Responsibility;
2. describe and apply Marketing Mix concepts including the development of customer oriented strategies in the current business environment;
3. describe and apply key aspects of managing a business; including Planning, Leading, Organizing, Controlling, and Motivating in the current business environment;
4. distinguish among the various forms of business ownership and various ways of getting a business started;
5. examine and reflect upon personal strengths and weaknesses as it relates to entrepreneurial characteristics;
6. work effectively as a team member through team projects, case studies and problem analysis;
7. develop a basic business plan that integrates course topics (formation, operations, marketing, finance, management and accounting);
8. understand the business department's degree and certificate offerings;
9. analyze careers available to be pursued through CCC's Business Department.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Taking risks and making profits within the dynamic business environment.
2. Understanding economics and how it affects business.
3. Doing business in global markets.
4. Demanding ethical and socially responsible behavior.
5. How to form a business.
6. Entrepreneurship and starting a small business.
7. Management and leadership.
8. Structuring organizations for today's challenges.
9. Production and operations management.
10. Motivating employees.
11. Human resource management: finding and keeping the best employees.
12. Marketing: helping buyers buy.
13. Developing and pricing goods and services.
14. Distributing products.
15. Using effective promotions.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

## Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**
✓ **OIT (Oregon Institute of Technology)**     ✓ **PSU (Portland State University)**
✓ **OSU (Oregon State University)**
✓ **OSU-Cascade**     ✓ **UO (University of Oregon)**

**Identify comparable course(s) at OUS school(s)**

EOU - BA 101
OIT - BA 101
OSU - BA 101
PSU - BA 101
UO - BA 101

**How does it transfer? (Check all that apply)**

✓ **required or support for major**

✓ **general elective**
:

**First term to be offered:**

**Next available term after approval**
:

☑ Show changes since last approval in red   Print   Edit   Delete   Back

Reject   Publish

**Section #1 General Course Information**

**Department:** Business & Computer Science: Business

**Submitter**

First Name: Beverly
Last Name: Forney
Phone:      3115
Email:      beverlyf

**Course Prefix and Number:** BT - 262

**# Credits:** 4

**Contact hours**

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours):      33
Total course hours:   66

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Integrated Projects

**Course Description:**

Advanced use and integration of Microsoft Word, Excel, Access and PowerPoint skills in creating letters, reports, and forms; creation of advanced Excel worksheet reports and budgets; creation of Access databases to generate reports and forms; creation of PowerPoint presentations. Introduction to the use of Adobe Professional for use with documents, forms, and web pages. Google applications such as documents, presentations, spreadsheets, and Gmail.

**Type of Course:** Career Technical Preparatory

**Is this class challengeable?**

**No**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** Admin Professional AAS

**Are there prerequisites to this course?**

**Yes**

**Pre-reqs:** BA-131, BT-160

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

## Have you talked with a librarian regarding that impact?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Fall**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. utilize advanced MS Word features in the creating of various documents such as newsletters, forms, research papers, proposals, brochures, mailing labels, and resumes;
2. utilize advanced Excel concepts in the creation of budgets, invoices, loan amortization schedules, financial reports, and financial forecasts;
3. utilize advanced MS Access in the creation of database files in which queries, tables, reports, and forms are produced;
4. utilize advanced MS PowerPoint skills in the creation of training presentations, posters, animated slide shows with sound, and flyers;
5. complete projects that utilize and integrate MS Word, Excel, Access, and PowerPoint such as budget and finance presentations, reports, training materials, and sales inventories;
6. utilize Adobe Professional to design, create, and develop forms: convert and edit pdf documents; comment and highlight text within pdf documents and web pages; and convert web pages to pdf documents;
7. demonstrate the use of Google apps by sharing files; utilizing Gmail; scheduling within the Google Calendar; storing files on Google Drive; and the utilization Google Docs, Sheets, and Presentations to create spreadsheets, documents, and presentations.

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*This course does not include assessable General Education outcomes.*

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Major Topic Outline:

1. Utilize advanced features of MS Word, Excel, Access, and PowerPoint.
2. Integrate MS Word, Excel, Access, and PowerPoint to complete business related projects.
3. Utilize basic editing and form creation tools within Adobe Professional.
4. Utilize Google docs, spreadsheets, presentations, Gmail, and sharing.

Does the content of this class relate to job skills in any of the following areas:

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

**First term to be offered:**

**Next available term after approval**
:

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# Clackamas Community College

Online Course/Outline Submission System

**Section #1 General Course Information**

**Department:** Business

**Submitter**

First Name: <span style="color:red">Beverly</span>
Last Name: <span style="color:red">Forney</span>
Phone:     <span style="color:red">3115</span>
Email:     <span style="color:red">BeverlyF</span>

**Course Prefix and Number:** SDP - 206

**# Credits:** 5

**Contact hours**

Lecture (# of hours): 50
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   50

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Advanced Leadership

**Course Description:**

<span style="color:red">This course provides managers, supervisors, and team leaders with (Essential) conceptual knowledge and increased skills for leading and managing in today's modern organizations. It provides opportunity to improve and practice core leadership communication skills, plus the enhanced skills that support team initiatives, quality and process improvement efforts, performance management issues, and organizational change initiatives. Course work focuses on the challenges leaders face in today's more fluid, less centrally controlled organizations that expect leaders to provide vision, empower and motivate employees, develop teams, and nurture the leadership abilities of all employees. Variable Credit: 1-5 credits. Required: Student Petition.</span>

**Type of Course:** Career Technical Supplementary

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

<span style="color:red">Business / Industry</span>

**Are there prerequisites to this course?**

**Yes**

**Pre-reqs:** SDP-106 or supervisory experience

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

**✓ Not every term**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**No**

**Will this course appear in the schedule?**

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. describe key leadership concepts;
2. demonstrate the skills of the key leadership concepts;
2. apply improved interpersonal communication techniques for more effective leadership;
3. identify techniques for improved decision making, work process improvement, quality problem solving, managing and initiating change;
4. create an action plan to improve personal leadership skills.

*This course does not include assessable* **General Edu**cation outcomes.

**Major Topic Outline:**

(Topics may include some or all of the following)
1. Core Interpersonal Skills for Leaders.
2. Developing Individual Performance.
3. Developing Team Performance.
4. Delegating Effectively.
5. Terminating an Employee.
6. Progressive Discipline.
7. Resolving Employee and Team Conflicts.
8. Establishing Performance Expectations.
9. Clarifying Roles and Responsibilities.
10. Making Organizational Impact.
11. Managing Change and Innovation.
12. Basic Principles for a Collaborative Workplace.
13. Coaching: Bringing Out the Best in Others.
14. Expressing Yourself: Presenting Your Thoughts and Ideas.
15. Giving and Receiving Constructive Feedback.
16. Giving Recognition.
17. Handling Emotions Under Pressure.
18. Moving from Conflict to Collaboration.
19. Correcting Performance Problems.
20. Conducting a Collaborative Performance Review.
21. Moving the Organization Forward.
22. Identifying Work Priorities and Setting Verifiable Goals.
23. Gaining Commitment to Goals.
24. Keeping Your Team on Course.
25. Building a Foundation of Trust.
26. Facilitating for Results.
27. Helping Your Team Reach Consensus.
28. Making the Most of Team Differences.
29. Tools and Techniques for Solving Problems.
30. Launching and Refueling Your Team.
31. Leadership Styles.
32. Decision Making.
33. Influencing Others.

34. Leading with a Vision.
35. Your Changing Role as a Leader.
36. Building Trust Through Communication.
37. Empowering Others for Improved Performance.
38. Building and Nurturing Teams and Work Groups.
39. Taking Teams and Work Groups from Ideas to Action.
40. Measures and Means of Accountability.
41. Your Role as a Agent of Change.
42. Your Critical Role in the HR Function.
43. Planning and Project Management.

**Does the content of this class relate to job skills in any of the following areas:**

1. Increased energy efficiency      **No**
2. Produce renewable energy      **No**
3. Prevent environmental degradation      **No**
4. Clean up natural environment      **No**
5. Supports green services      **No**

Percent of course: 0%

**First term to be offered:**

**Specify term**:  Summer 2020

# Curriculum Committee Membership 19-20

## Curriculum Committee/Curriculum Office

| Member | Committee Role | Ending Term | Term Cycle |
|---|---|---|---|
| Scot Pruyn | Chair | 2021/SP | 2-year |
| Jeff McAlpine | Alternate Chair/Interim Chair | 2021/SP | 2-year |
| David Plotkin | Vice President, Instruction & Student Services | Ex-Officio | Permanent |
| Jason Kovac | Dean, Institutional Effectiveness & Planning | Ex-Officio | Permanent |
| Dru Urbassik | Director, Curriculum & Scheduling | Ex-Officio | Permanent |
| Megan Feagles | Curriculum & Scheduling Office/Recorder | Ex-Officio | Permanent |
| Elizabeth Carney | Assessment Coordinator | Ex-Officio | Permanent |
| Rotates | ASG Student Representative | Ex-Officio | Permanent |
| TBD | Library | 2021/SP | 3-year |

## Academic Foundations and Connections (AFAC)

| Member | Committee Role | Ending Term | Term Cycle |
|---|---|---|---|
| Tara Sprehe | Dean, AFAC | Ex-Officio | Permanent |
| | Associate Dean, AFAC | Ex-Officio | Permanent |
| Karen Ash | Director, Financial Aid | Ex-Officio | Permanent |
| Sarah Steidl | Graduation Services | Ex-Officio | 3-year |
| Dustin Bare | Director, Student Academic Support Services | 2023/SP | 3-year |
| Kara Leonard | Academic and Career Coaches | 2023/SP | 3-year |
| Suzanne Munro | Basic Skills Development & ESL | 2020/SP | 3-year |
| Andrea Vergun | Faculty-At-Large | 2022/SP | 3-year |
| **Jeff McAlpine** | English; **Review Team Lead** | 2021/SP | 3-year |
| Tracy Nelson | Health/Physical Education | 2021/SP | 3-year |
| Scot Pruyn | Math | 2021/SP | 3-year |
| Esther Sexton | Faculty-At-Large | 2022/SP | 3-year |

## Arts & Sciences

| Member | Committee Role | Ending Term | Term Cycle |
|---|---|---|---|
| Sue Goff | Dean, Arts & Science | Ex-Officio | Permanent |
| **Lisa Reynolds** | Associate Dean, Arts & Science; **Review Team Lead** | Ex-Officio | Permanent |
| Rick Carino | Computer Science | 2023/SP | 3-year |
| Nora Brodnicki | Art, Comm, Theatre, Journalism, World Lang, Music | 2023/SP | 3-year |
| Frank Corona | Business/Computer Science, Horticulture | 2021/SP | 3-year |
| Eden Francis | Sciences and Engineering | 2022/SP | 3-year |
| Alice Lewis | Faculty-At-Large | 2022/SP | 3-year |
| Jackie Flowers | Social Sciences | 2019/SP | 3-year |
| Charles Siegfried | Faculty-At-Large | 2022/SP | 3-year |

## Technology, Applied Science, and Public Services (TAPS)

| Member | Committee Role | Ending Term | Term Cycle |
|---|---|---|---|
| Cynthia Risan | Dean, TAPS | Ex-Officio | Permanent |
| **Shalee Hodgson** | Associate Dean, TAPS; **Review Team Lead** | Ex-Officio | Permanent |
| Ida Flippo | Education, Human Services, Criminal Justice/Public Services | 2020/SP | 3-year |
| Mike Mattson | Industrial Technology | 2021/SP | 3-year |
| Helen Wand | Nursing, Allied Health/Part-Time Faculty Association | 2021/SP | 3-year |
| Jeff Ennenga | Wilsonville, Apprenticeship, Fire, Emergency | 2023/SP | 3-year |
| Sharron Furno | Faculty-At-Large | 2021/SP | 3-year |
| Dave Bradley | Automotive/Welding | 2021/SP | 3-year |

# Sub-Committees

## Related Instruction Sub-Committee

| Member | Ending Term |
|---|---|
| Shalee Hodgson (Lead) | Ex-Officio |
| Sarah Steidl | Ex-Officio |
| Scot Pruyn | 2021/SP |
| Tracy Nelson | 2021/SP |

## General Education Sub-Committee

| Member | Ending Term |
|---|---|
| Lisa Reynolds (Lead) | Ex-Officio |
| Tara Sprehe | Ex-Officio |
| Dustin Bare | 2023/SP |
| Jeff McAlpine | 2021/SP |
| Esther Sexton | 2022/SP |
| Jackie Flowers | 2019/SP |

## 2020-2021 Sabbaticals

Jeff McAlpine 2020-2021. Need alternate chair
Rick Carino 2020/FA
Nora Brodnicki 2021/SP

| Course Number | Title | Related Instruction Area |
|---|---|---|
| PSY-101 | Human Relations | Human Relations |
| HPE-296 | Health and Fitness for Criminal Justice | Physical Education/Health |

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Date approved: May 1, 2020 Certified General Education Area(s): None

**Section #1 General Course Information**

**Department:** EHCJ

**Submitter**

First Name: Paul
Last Name: Fiskum
Phone:        3272
Email:        paulf@clackamas.edu

**Course Prefix and Number:** HPE - 296

**# Credits:** 3

**Contact hours**

Lecture (# of hours):
Lec/lab (# of hours):  60
Lab (# of hours):
Total course hours:  60

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Health and Fitness for Criminal Justice

**Course Description:**

This course provides students the knowledge and understanding of the interacting influence of physical fitness and health in all dimensions of wellness. Explores understanding and managing the stressors experienced by law enforcement and corrections personnel. Students will be prepared to complete the Oregon Physical Abilities Test (ORPAT), required by Oregon law enforcement and corrections academies.

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Criminal Justice; AAS Criminal Justice, Corrections Option

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

**Are there similar courses existing in other programs or disciplines at CCC?**

**Yes**

**Have you talked with the appropriate chair?**
**Yes (A 'Yes' certifies you have talked with the chair and have received approval.)\***

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**Yes**

**Area:** Physical Education/Health

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: No**

**When do you plan to offer this course?**

**✓ Winter**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. assess their current status in each of the nine Dimensions of Wellness;
2. assess their current status in each of the five Health Related Components of Fitness;
3. assess their current nutritional and dietary practices;
4. assess their current energy expenditure status;
5. assess their current stress reaction status;
6. design a personal nutritional and dietary pattern to improve wellness;
7. design a personal plan for alternative methods of dealing with stress;
8. design a personal fitness plan to improve their performance on the Oregon Physical Abilities Test (ORPAT).

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

Physical Fitness
Components of measurement; i.e., flexibility, strength, endurance
Body composition
Assessment of current status
Activities for improving personal status
Nutritional life styling
Stress management
Managing the hypervigilance rollercoaster
Relaxation techniques
Oregon Physical Abilities Test (pre & post)

**Does the content of this class relate to job skills in any of the following areas:**

| | | |
|---|---|---|
| 1. Increased energy efficiency | **No** | |
| 2. Produce renewable energy | **No** | |
| 3. Prevent environmental degradation | **No** | |
| 4. Clean up natural environment | **No** | |
| 5. Supports green services | **No** | |

Percent of course: 0%

**Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**       ✓ **PSU (Portland State University)**
✓ **OIT (Oregon Institute of Technology)** ✓ **SOU (Southern Oregon University)**
✓ **OSU (Oregon State University)**         ✓ **UO (University of Oregon)**
✓ **OSU-Cascade**                           ✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

Lower division HPE courses

**How does it transfer? (Check all that apply)**

✓ **required or support for major**
✓ **general education or distribution requirement**
✓ **general elective**
:

**First term to be offered:**

**Specify term**:  Winter 2020

# Clackamas Community College

Online Course/Outline Submission System

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Date approved: May 1, 2020 Certified General Education Area(s): None

## Section #1 General Course Information

**Department:** Social Science

**Submitter**

First Name: Margaret
Last Name: Mallatt
Phone:      0651
Email:      margm@clackamas.edu

**Course Prefix and Number:** PSY - 101

**# Credits:** 3

**Contact hours**

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Human Relations

**Course Description:**

Focuses on developing skills and strategies necessary to build and maintain successful personal and professional relationships. Applies psychological principles to understanding relationships with ourselves and others in social, workplace, and digital contexts. Includes an overview of basic psychology principles in addition to skill development in the following areas: dealing with emotions, interpersonal communication, developing close relationships, resolving conflicts, and managing stress. Includes individual and group activities, lecture, and discussions with an emphasis on student participation.

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

**No**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** Various

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:** WRD-090 or placement in WRD-098

**Requirements:**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**Yes**

**Area:** Human Relations

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. Identify psychological concepts and analyze their influence on one's own intra- and interpersonal experiences and relationships;
2. Demonstrate effective strategies for managing conflict and improving communication skills in personal and professional contexts;
3. Apply coping strategies to deal more effectively with anger, frustration, and stress;
4. Explain cross-cultural differences and how they influence communication in personal and professional contexts;
5. Identify effective strategies to navigate relationships in digital realms.

---

*This course does not include assessable General Education outcomes.*

---

**Major Topic Outline:**

1. Self-concept and self-esteem
2. Personality development
3. Dealing effectively with emotions
4. Diversity and cross-cultural communication
5. Interpersonal communication skills in social, workplace and digital contexts
6. Love and intimate relationships
7. Managing conflict in intimate relationships and the workplace
8. Managing stress and wellness
9. Values and ethics
10. Managing life transitions, including grief and loss
11. Sexuality, including gender identity, sexual orientation, transgender, sexual harassment and sex abuse
12. Happiness and well-being
13. Effects of digital technology in personal and professional relationships

**Does the content of this class relate to job skills in any of the following areas:**

1. Increased energy efficiency                    **No**

2. Produce renewable energy      **No**
3. Prevent environmental degradation      **No**
4. Clean up natural environment      **No**
5. Supports green services      **No**

Percent of course: 0%

### Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**
✓ **OIT (Oregon Institute of Technology)**
✓ **OSU (Oregon State University)**

✓ **PSU (Portland State University)**
✓ **SOU (Southern Oregon University)**
✓ **UO (University of Oregon)**
✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

OSU: PSY LDT
OIT: PSY 000
UO: PSY 210T
SOU: PSY LDT
EOU: PSY LDT
WOU: PSY 2XX

**How does it transfer? (Check all that apply)**

✓ **required or support for major**
✓ **general education or distribution requirement**
✓ **general elective**
:

**First term to be offered:**

**Next available term after approval**
:

## 1. Course Hours, Instructional Method, Credits Change

| Course | Current Hours/Credits | Proposed Hours/Credits |
|---|---|---|
| BA-111 | 44 LECT/4 Credits | 33 LECT/3 Credits |
| BA-112 | 44 LECT/4 Credits | 33 LECT/3 Credits |
| BA-216 | 33 LECT/3 Credits | 44 LECT/4 Credits |

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**Section #1 General Course Information**

**Department:** Computer & Business Department: Business

**Submitter**

First Name: Joan
Last Name: San-Claire
Phone:      3013
Email:      joan.san-claire@clackamas.edu

**Course Prefix and Number:** BA - 111

**# Credits:** <span style="color:red">3</span>

**Contact hours**

Lecture (# of hours): <span style="color:red">33</span>
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:  <span style="color:red">33</span>

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** General Accounting I

**Course Description:**

Introduces the terminology and processes of full-cycle, modified cash and accrual basis bookkeeping for small service and merchandising businesses with inventory. Focus is on how to analyze and record financial transactions, reconcile accounts and trial balances, and prepare basic financial statements. Additional topics include cash management, bank reconciliations, accounting for sales and purchase discounts. Emphasizes procedure and practice.

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** <span style="color:red">Accounting Assistant AAS & Accounting Clerk Certificate, Administrative Assistant and Administrative Assistant Training certificates, Administrative Professional AAS,Project Management AAS</span>

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:** <span style="color:red">Placement in MTH-020</span>

**Requirements:**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. explain and apply double-entry bookkeeping concept of debits and credits;
2. analyze financial events and complete the accounting cycle for small service businesses and merchandisers, to include journalizing, posting, preparing worksheets, and creating basic financial statements;
3. reconcile the Cash account.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Accounting concepts and procedures.
2. Analyzing and recording business transactions.
3. The Accounting Cycle.
4. Control of cash.
5. Sales and cash receipts.
6. Purchases and cash payments.
7. Bookkeeping for merchandise companies.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

**Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to

ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**    ✓ **PSU (Portland State University)**
✓ **OIT (Oregon Institute of Technology)**  ✓ **SOU (Southern Oregon University)**
✓ **OSU (Oregon State University)**       ✓ **UO (University of Oregon)**
✓ **OSU-Cascade**                        ✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

**How does it transfer? (Check all that apply)**

✓ **general elective**
✓ **other (provide details)**: business elective

**First term to be offered:**

**Next available term after approval**
:

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| Reject | Publish |

### Section #1 General Course Information

**Department:** Business & Computer Science: Business

**Submitter**

First Name: Joan
Last Name: San-Claire
Phone:       3013
Email:       joan.san-claire@clackamas.edu

**Course Prefix and Number:** BA - 112

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** General Accounting II

**Course Description:**

Provides a more in-depth look at general accounting principles and practices for small business. Topics include payroll, recording bad debt, notes receivable and payable, inventory adjustment, and long-term asset valuation. Accounting practices for partnerships and manufacturing structures are examined and financial analysis as a tool for evaluating the health and wealth of a business is introduced.

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** Accounting Clerk Certificate

**Are there prerequisites to this course?**

**Yes**

**Pre-reqs:** BA-111

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)***

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. calculate and record pay and payroll taxes, and file required tax forms;
2. account for receivables, practice methods of estimation, and write off bad debt;
3. calculate and record interest expense and revenue, and record notes receivable and and notes payable;
4. adjust merchandise inventory, for both periodic and perpetual systems;
5. measure the cost of property, plant, and equipment, calculate depreciation, and record disposals;
6. demonstrate accounting for partnerships;
7. analyze financial statements and interpret ratios to evaluate performance and financial position;
8. track the flow of costs for a manufacturer.

---

*This course does not include assessable General Education outcomes.*

---

Major Topic Outline:

1. Payroll.
2. Bad debts.
2. Notes receivable and notes payable.
3. Merchandise inventory accounting.
4. Property, plant, equipment, and intangible assets.
5. Partnership accounting.
6. Financial analysis.
7. Manufacturing accounting.

Does the content of this class relate to job skills in any of the following areas:

| | | |
|---|---|---|
| 1. Increased energy efficiency | **No** | |
| 2. Produce renewable energy | **No** | |
| 3. Prevent environmental degradation | **No** | |
| 4. Clean up natural environment | **No** | |
| 5. Supports green services | **No** | |

Percent of course: 0%

**Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**        ✓ **PSU (Portland State University)**
✓ **OIT (Oregon Institute of Technology)** ✓ **SOU (Southern Oregon University)**
✓ **OSU (Oregon State University)**           ✓ **UO (University of Oregon)**
✓ **OSU-Cascade**                                        ✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

**How does it transfer? (Check all that apply)**

✓ **general elective**
✓ **other (provide details)**: business elective

**First term to be offered:**

**Specify term**:  Winter 2021

# Clackamas Community College

Online Course/Outline Submission System

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**Section #1 General Course Information**

**Department:** Business & Computer Science: Business

**Submitter**

First Name: <span style="color:red">Joan</span>
Last Name: <span style="color:red">San-Claire</span>
Phone:       <span style="color:red">3013</span>
Email:        <span style="color:red">joan.san-claire@clackamas.edu</span>

**Course Prefix and Number:** BA - 216

**# Credits:** <span style="color:red">4</span>

**Contact hours**

Lecture (# of hours): <span style="color:red">44</span>
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   <span style="color:red">44</span>

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Cost Accounting

**Course Description:**

<span style="color:red">Cost accounting extends the content of BA-213, which focused on managerial accounting. Specifically, job order and process costing is examined in depth, including: variances and cost estimations; standard and variable costing in the manufacturing environment; inventory and capacity analysis; customer-profitability analysis; spoilage, rework and scrap; and performance measurement.</span>

**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

<span style="color:red">**No**</span>

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** <span style="color:red">Accounting Assistant AAS</span>

**Are there prerequisites to this course?**

**Yes**

**Pre-reqs:** BA-213

**Have you consulted with the appropriate chair if the pre-req is in another program?**
<span style="color:red">**Yes (A 'Yes' certifies you have talked with the chair and have received approval.)***</span>

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)\***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

**✓ Winter**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. account for direct and indirect material costs in a job order setting;
2. account for direct and indirect labor in a job order setting;
3. account for factory overhead costs in a job order setting;
4. prepare journal entries for a manufacturing company;
5. explain cost flows and allocations in a process flow setting;
6. compute a cost of goods manufactured report, account for equivalent units of production;
7. compute variances for labor, materials, and overhead using standard, applied, and budgeted costs;
8. explain decision-making consequences while analyzing variances and what they mean to management.

---

*This course does not include assessable General Education outcomes.*

---

**Major Topic Outline:**

1. Introduction to cost accounting.
2. Accounting for materials.
3. Accounting for labor.
4. Accounting for factory overhead.
5. Process costing (general procedures).
6. Process costing (additional procedures).
7. The master budget and flexible budgeting.
8. Standard cost accounting.
9. Cost accounting for service businesses.
10. Cost analysis for management decision making.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |

5. Supports green services      **No**

Percent of course: 0%

**Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

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**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**    ✓ **PSU (Portland State University)**
✓ **OIT (Oregon Institute of Technology)**    ✓ **SOU (Southern Oregon University)**
✓ **OSU (Oregon State University)**    ✓ **UO (University of Oregon)**
✓ **OSU-Cascade**    ✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

EOU: ACCT 421 Cost Management (4 credits)
UO: ACTG 360 Cost Accounting (4 credits)

**How does it transfer? (Check all that apply)**

✓ **general elective**
:

**First term to be offered:**

**Specify term**: Winter

# New Courses

**May 15, 2020**

| Course Number | Title | Implementation |
|---|---|---|
| EFA-101C | Introduction to the Creative Arts | 2020/SU |
| FRP-281 | Wildland Fire Management Capstone | |
| FRP-282 | Prescribed Fire Implementation (RX-301) | |
| FRP-284 | Introduction to Fire Effects (RX-310) | |
| FRP-286 | Prescribed Fire Plan Preparation (RX-341) | |
| FRP-288 | Smoke Management Techniques (RX-410) | |
| SDP-140 | Emerging Leadership | |
| SDP-141 | Personal Leadership | |
| SDP-142 | Team Leadership | |
| SDP-143 | Organizational Leadership | |

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**Section #1 General Course Information**

**Department:** DASC

**Submitter**

First Name: Sue
Last Name: Mach
Phone:      X3262
Email:      suema@clackamas.edu

**Course Prefix and Number:** EFA - 101C

**# Credits:** 2

**Contact hours**

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Introduction to the Creative Arts Communication and Humanities

**Course Description:**

This course engages students in the creative process of making meaning within the creative arts, communications, and humanities, and invites them to view themselves, others, and the world through story, while discovering academic and career possibilities.

**Type of Course:** Lower Division Collegiate

**Reason for the new course:**

This course is part of CCC's guided pathways initiative. It is the introductory course for the CACH EFA.

**Is this class challengeable?**

**No**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**No**

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**No**

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)***

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. Engage in the creative process of making meaning through story;

2. Reflect on the process of making meaning through story and how this process connects to the humanities, communication, and creative arts;

3. Articulate the value of the humanities, communication, and creative arts in their personal and professional lives and create a plan for future study.

*This course does not include assessable General Education outcomes.*

Major Topic Outline:

1. Creative process as methodology;

2. Definition of story;

3. Exposition of different types of stories;

4. Story's role in the creative arts, communication, and humanities;

5. The value of the creative arts, communication, and the humanities in everyday life;

6. Career options in the creative arts, communication and humanities fields.

Does the content of this class relate to job skills in any of the following areas:

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

**Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

**Which OUS schools will the course transfer to? (Check all that apply)**

✓ **EOU (Eastern Oregon University)**  ✓ **PSU (Portland State University)**
                                      ✓ **SOU (Southern Oregon University)**
✓ **OSU (Oregon State University)**  ✓ **UO (University of Oregon)**
✓ **OSU-Cascade**  ✓ **WOU (Western Oregon University)**

**Identify comparable course(s) at OUS school(s)**

Most four-year universities will accept this course as a general elective.

**How does it transfer? (Check all that apply)**

✓ **general elective**
:

**First term to be offered:**

**Specify term**:  Fall 2020

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## Section #1 General Course Information

**Department:** WAFE

**Submitter**

First Name: Jeff
Last Name: Ennenga
Phone:      3539
Email:      jeff.ennenga

**Course Prefix and Number:** FRP - 281

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:    33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Wildland Fire Management Capstone

**Course Description:**

The Wildland Fire Management Capstone course assesses the knowledge and skills gained by students completing the Wildland Fire Management AAS and/or Fire Science Wildland certificate program. Working with the instructor, students begin the course by researching and proposing a project related to the program learning outcomes. After developing a project plan and working through the analysis necessary, students will present their findings in an oral and written presentation. Additionally, scenario-based assignments will reinforce the project-based analysis process. Throughout the course, portfolio building strategies are explored with an emphasis on developing a professional portfolio demonstrating their work as preparation for entering or advancing in the wildland firefighting profession. Required: Student Petition.

**Type of Course:** Career Technical Preparatory

**Reason for the new course:**

Alternate option for CWE.

**Is this class challengeable?**

**No**

**Can this course be repeated for credit in a degree?**

**Yes**

**Up to how many credits can this course be repeated to satisfy a degree requirement?** 3

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Wildland Fire Management; Fire Science (Wildland ) CC

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition.

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: No**

**When do you plan to offer this course?**

**✓ Not every term**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. review and analyze knowledge and skills gained in second year wildland fire courses,
2. apply concepts contained in program learning outcomes to new materials,
3. develop a presentation in the form of an e-portfolio that demonstrates mastery of program learning outcomes.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Analysis of courses taken through second year, winter term.
2. Review of Program Learning Outcomes.
3. Analysis of courses taken second year, spring term.
4. E-portfolio development.
5. E-portfolio presentation.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **Yes** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 10%

**First term to be offered:**

## Next available term after approval
:

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**Section #1 General Course Information**

**Department:** WAFE

**Submitter**

First Name: Jeff
Last Name: Ennenga
Phone:      3539
Email:      jeff.ennenga

**Course Prefix and Number:** FRP - 282

**# Credits:** 2

**Contact hours**

Lecture (# of hours): 24
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   24

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Prescribed Fire Implementation (RX-301)

**Course Description:**

This course is designed to introduce students to the tools and techniques used to perform in the role of a Prescribed Fire Burn Boss. The course material is based on the tasks found in the position task book for Prescribed Fire Burn Boss. It leads the student through the duties and responsibilities associated with the position of the Prescribed Fire Burn Boss including evaluation and implementation of a prescribed fire plan. Required: Student Petition.

**Type of Course:** Career Technical Preparatory

**Reason for the new course:**

Industry request.

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Wildland Fire Management; CC Fire Science Wildland

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)\***

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: No**

When do you plan to offer this course?

**✓ Not every term**
**✓ Not every year**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**No**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. evaluate a prescribed fire burn plan for technical accuracy,
2. describe proper holding and firing techniques to conduct a prescribed burn,
3. communicate effectively by briefing and debriefing participants.

*This course does not include assessable General Education outcomes.*

Major Topic Outline:

1. Wildland fire behavior.
2. Standard wildland fuel models.
3. State and federal laws and policies.
4. Fire behavior software.
5. Communication strategies.

Does the content of this class relate to job skills in any of the following areas:

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **Yes** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 10%

First term to be offered:

**Next available term after approval**

:

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**Section #1 General Course Information**

**Department:** WAFE

**Submitter**

First Name: Jeff
Last Name: Ennenga
Phone:      3539
Email:      jeff.ennenga

**Course Prefix and Number:** FRP - 284

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:    33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Introduction to Fire Effects (RX-310)

**Course Description:**

This course is designed to provide students with the knowledge and skills necessary to recognize and communicate the relationships between basic fire regimes and fire effects, the effects of fire treatments on fire effects, and to manipulate fire treatments to achieve desired fire effects. Required: Student Petition.

**Type of Course:** Career Technical Preparatory

**Reason for the new course:**

Industry request.

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Wildland Fire Management, CC Fire Science (Wildland)

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)\***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: No**

**When do you plan to offer this course?**

**✓ Not every term**
**✓ Not every year**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. analyze fire as an ecological process using the concepts of fire regimes and first order fire effects at multiple scales,
2. describe management solutions in an adaptive management framework,
3. communicate effectively with fire and resource professionals based on a common understanding of first order fire effects,
4. identify how fire management related resource issues interact,
5. identify how to manipulate fuel treatments to achieve desired first order fire effects.

---

*This course does not include assessable General Education outcomes.*

---

**Major Topic Outline:**

1. Wildland fire regimes.
2. Fire ecology.
3. Wildland fire and fuels treatments.
4. Wildland fire behavior software.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **Yes** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 10%

**First term to be offered:**

**Next available term after approval**
:

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**Section #1 General Course Information**

**Department:** WAFE

**Submitter**

First Name: Jeff
Last Name: Ennenga
Phone:      3539
Email:      jeff.ennenga

**Course Prefix and Number:** FRP - 286

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:    33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Prescribed Fire Plan Preparation (RX-341)

**Course Description:**

The purpose of this class is to provide students with the skills/knowledge to prepare a prescribed fire plan for technical review and approval in accordance with the Interagency Prescribed Fire Planning and Implementation Procedures Guide, National Wildfire Coordinating Group (NWCG) Publication 484. Required: Student Petition.

**Type of Course:** Career Technical Preparatory

**Reason for the new course:**

Industry request.

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Wildland Fire Management; CC Fire Science (Wildland)

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)\***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: No**

**When do you plan to offer this course?**

**✓ Not every term**
**✓ Not every year**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. describe prescribed fire planning policies and guidelines,
2. identify and describe the processes involved in preparing a prescribed fire plan,
3. develop and defend a prescribed fire plan that safely meets management objectives.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Applicable laws and regulations for prescribed burning.
2. State and federal policies and guidelines.
3. Prescribed fire case studies.
4. Standard operating procedures for prescribed fire execution.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **Yes** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 10%

**First term to be offered:**

**Next available term after approval**
:

# Clackamas Community College

Online Course/Outline Submission System

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**Section #1 General Course Information**

**Department:** WAFE

**Submitter**

First Name: Jeff
Last Name: Ennenga
Phone:      3539
Email:      jeff.ennenga

**Course Prefix and Number:** FRP - 288

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:    33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Smoke Management Techniques (RX-410)

**Course Description:**

This course leads students through the ecological and historical role of fire, characteristics of smoke and the health, safety and visibility impacts of smoke. Other topics include public relations, legal requirements, meteorology, fuel consumption, smoke production dispersion modeling, and operational smoke management strategies. This course is designed to be interactive in nature. It contains a panel discussion, several exercises designed to facilitate group and class participation and case studies from a variety of fuel types and political challenges. Required: Student Petition.

**Type of Course:** Career Technical Preparatory

**Reason for the new course:**

Industry request.

**Is this class challengeable?**

**Yes**

**Can this course be repeated for credit in a degree?**

**No**

**Is general education certification being sought at this time?**

**No**

**Does this course map to any general education outcome(s)?**

**No**

**Is this course part of an AAS or related certificate of completion?**

**Yes**

**Name of degree(s) and/or certificate(s):** AAS Wildland Fire Management; CC Fire Science (Wildland)

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**Yes**

**Have you talked with a librarian regarding that impact?**
**Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)***

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: No**

**When do you plan to offer this course?**

✓ **Not every term**
✓ **Not every year**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**Yes**

**Will this course appear in the schedule?**

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. predict, manage, and monitor prescribed fire smoke;
2. describe the legal, professional, and ethical reasons for managing smoke;
3. describe the roles of federal, state, and local agencies and organizations involved with and affected by smoke from prescribed fire.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Ecological and historical role of fire.
2. Characteristics of smoke and the health, safety and visibility impacts of smoke.
3. Public relations and legal requirements.
4. Meteorology, fuel consumption and smoke production dispersion modeling.

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **Yes** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 10%

**First term to be offered:**

**Next available term after approval**

:

# Clackamas Community College

Online Course/Outline Submission System

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**Section #1 General Course Information**

**Department:** Business

**Submitter**

First Name: Beverly
Last Name: Forney
Phone:      3115
Email:      BeverlyF

**Course Prefix and Number:** SDP - 140

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  30
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   30

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Emerging Leadership

**Course Description:**

Participants will examine and practice the skills necessary to transition to being a leader in business and the skills necessary to spark action in others. Required: Student Petition.

**Type of Course:** Career Technical Supplementary

**Reason for the new course:**

Meet the needs of business partners with employees transitioning from individual contributor to leadership roles. This course is for emerging leaders in businesses and organizations who want college credit.

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Medium and large organizations.

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**No**

Will this course appear in the schedule?

**No**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe the factors which impact the transition from individual contributor to leader;
2. identify your personality preferences and how they impact your supervisor role;
3. demonstrate effective commnication skills;
4. demonstrate how to build trust in conflict situations;
5. development work plans;
6. describe various time management tools.

---

*This course does not include assessable General Education outcomes.*

---

Major Topic Outline:

1. My changing role, from follower to leader
2. Personality preferences and the workplace
3. Communication process
4. Trust and conflict reduction
5. Time management
6. Goal setting

Does the content of this class relate to job skills in any of the following areas:

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

First term to be offered:

**Specify term**:  Summer 2020

Print  Edit  Delete  Back
Reject  Publish

**Section #1 General Course Information**

**Department:** Business

**Submitter**

First Name: Beverly
Last Name: Forney
Phone:      3115
Email:      BeverlyF

**Course Prefix and Number:** SDP - 141

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  30
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   30

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Personal Leadership

**Course Description:**

Participants will examine their personal leadership and communication styles. They will practice the leadership skills necessary utilize and adapt those styles for planning, communicating and delegating the work of the business. Required: Student Petition.

**Type of Course:** Career Technical Supplementary

**Reason for the new course:**

This course combines three 1 credit courses into one updated 3 credit course. This is the first class in a series of three that make up the Leadership Academy

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Business and Industry Leaders

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

**✓ Not every term**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**No**

**Will this course appear in the schedule?**

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. define leadership journey, personal goals, and delegating principles;
2. identify individual personality and communication preferred styles;
3. create a plan for adapting style to meet the needs of others;
4. describe how delegating impacts an individual, team, and organization;
5. describe concepts which are essential to coaching skills;
6. demonstrate ways to increase trust and build relationships in the workplace.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Coaching skills
2. Personality and communication styles
3. Adaptive leadership
4. Delegating
5. Building trust
6. Communication

**Does the content of this class relate to job skills in any of the following areas:**

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

**First term to be offered:**

**Specify term**:  Summer 2020

Print | Edit | Delete | Back
Reject | Publish

**Section #1 General Course Information**

**Department:** Business

**Submitter**

First Name: Beverly
Last Name: Forney
Phone:      3115
Email:      BeverlyF

**Course Prefix and Number:** SDP - 142

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  30
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:    30

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Team Leadership

**Course Description:**

Participants will examine their team leadership and communication styles. They will practice the leadership skills necessary to utilize and adapt those styles for planning, communicating and delegating the work of the business. Student will examine and practice the leadership skills necessary to make quality decisions, set goals, and review results. Required: Student Petition.

**Type of Course:** Career Technical Supplementary

**Reason for the new course:**

This course combines three 1 credit courses into one updated 3 credit course. This is the second class in a series of three that make up the Leadership Academy

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Business and Industry Leaders

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**Does this course belong on the Related Instruction list?**

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

**When do you plan to offer this course?**

**✓ Not every term**

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

**No**

**Will this course appear in the college catalog?**

**No**

**Will this course appear in the schedule?**

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. identify and demonstrate tools to resolve workplace conflict;
2. demonstrate ways to increase connectivity and performance of team members;
3. list key planning and intervention strategies for successful team meetings;
4. describe techniques for influencing behavior in the workplace;
5. define the importance of training team members and demonstrate a specific training method;
6. create a plan for setting goals and reviewing results for a team.

*This course does not include assessable General Education outcomes.*

**Major Topic Outline:**

1. Goal Setting
2. Decision Processes
3. Conflict
4. Team Performance
5. Group dynamics and meetings
6. Consensus
7. Training others
8. Influencing others

**Does the content of this class relate to job skills in any of the following areas:**

1. Increased energy efficiency      **No**
2. Produce renewable energy      **No**
3. Prevent environmental degradation      **No**
4. Clean up natural environment      **No**
5. Supports green services      **No**

Percent of course: 0%

**First term to be offered:**

**Specify term**: Summer 2020

Print  Edit  Delete  Back
Reject  Publish

**Section #1 General Course Information**

**Department:** Business

**Submitter**

First Name: Beverly
Last Name: Forney
Phone:        3115
Email:        BeverlyF

**Course Prefix and Number:** SDP - 143

**# Credits:** 3

**Contact hours**

Lecture (# of hours):  30
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:   30

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Organizational Leadership

**Course Description:**

Participants will examine their organizational leadership and communication styles. They will practice the leadership skills necessary utilize and adapt those styles for planning, communicating and delegating the work of the business. Required: Student Petition.

**Type of Course:** Career Technical Supplementary

**Reason for the new course:**

This course combines three 1 credit courses into one updated 3 credit course. This is the third class in a series of three that make up the Leadership Academy

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Business and Industry Leaders

**Are there prerequisites to this course?**

**No**

**Are there corequisites to this course?**

**No**

**Are there any requirements or recommendations for students taken this course?**

**Yes**

**Recommendations:**

**Requirements:** Student Petition

**Are there similar courses existing in other programs or disciplines at CCC?**

**No**

**Will this class use library resources?**

**No**

**Is there any other potential impact on another department?**

**No**

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**No**

Will this course appear in the schedule?

**No**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe how to accelerate individual, team, and organizational change;
2. demonstrate how to change resistance to commitment;
3. describe how to assess, acquire, and apply the skills and behaviors necessary to continuously improve performance;
4. demonstrate how to measure and record development of team members;
5. demonstrate skills of addressing poor performance;
6. identify and prioritize decisions that positively impact the organization.

*This course does not include assessable General Education outcomes.*

Major Topic Outline:

1. Setting and Assessing Goals
2. Decision Making
3. Change Mangement
4. Professional Development
5. Performance Management
6. Presentation Skills

Does the content of this class relate to job skills in any of the following areas:

| | |
|---|---|
| 1. Increased energy efficiency | **No** |
| 2. Produce renewable energy | **No** |
| 3. Prevent environmental degradation | **No** |
| 4. Clean up natural environment | **No** |
| 5. Supports green services | **No** |

Percent of course: 0%

First term to be offered:

**Next available term after approval**
:

| Program | Implementation |
|---|---|
| Accounting Assistant AAS | 2020/SU |
| Accounting Clerk CC | |
| Administrative Professional AAS | |
| Administrative Assistant CC | |
| Administrative Assistant Training CC | |
| Project Management AAS | |

**Oregon Department of Community Colleges and Workforce Development**
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation

Phone: (503) 378-3600
FAX: (503) 378-5156

## 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 | 04/15/20 |
|---|---|---|---|

### CAREER LEARNING AREA

| | | | |
|---|---|---|---|
| ☐ | Ag, Food & Natural Resource Systems | ☐ | Health Services |
| ☐ | Arts, Information & Communications | ☐ | Human Resources |
| √ | Business & Management | ☐ | Industrial & Engineering Systems |

### PROGRAM INFORMATION

| APPROVED Program Title (For Official Program Title, refer to your directory at 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: Accounting Assistant** AAS.ACCNTGASST | 52.0301 | | | √ | AAS (90-108 credits) | 90 |
| **Option Title\*\*** | | | | ☐ | OPTION to AAS Degree | |
| **Related Programs:** Accounting Clerk Certificate | | | | ☐ | Certificate of Completion | |

**\*\*Enter name of base degree in 'AAS Title' box**
LAST AMENDMENT APPROVED ON 11.01.19

### TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

| | | | | |
|---|---|---|---|---|
| ☐ New Program++ ☐ Title Change for Program | X **Curriculum Revision** | | ☐ Revision in Program Credits | |
| | | | *Proposed* Total Credits: | |
| *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.**

## 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| 1st Year | | | | | | | |
| Fall Term | | | | | | | |
| BA-101 | Introduction to Business | 44 | 4 | | | | |
| **BA-104** | **Business Math** | **33** | **3** | | | | |
| BA-111 | General Accounting I | 44 | 4 | BA-111 | General Accounting I | 33 | 3 |
| **WR-121** | **English Composition** | **44** | **4** | | | | |
| Winter Term | | | | | | | |
| BA-131 | Introduction to Business Computing | 44 | 4 | | | | |
| *BA-156 Or EC-201 | Business Forecasting Or Principles of Economics: MICRO | 33-44 | 3-4 | | | | |
| BA-177 | Payroll Accounting | 33 | 3 | | | | |
| BA-211 | Financial Accounting I | 44 | 4 | | | | |
| -- | **PE/Health/Safety/First Aid requirement** | | **1** | | | | |
| Spring Term | | | | | | | |
| BA-205 | Business Communications with Technology | 44 | 4 | | | | |
| BA-212 | Financial Accounting II | 44 | 4 | | | | |
| **BA-285** | **Human Relations in Business** | **44** | **4** | | | | |
| CS-135S | Microsoft Excel | 33 | 3 | | | | |
| 2nd Year | | | | | | | |
| Fall Term | | | | | | | |
| BA-213 | Decision Making with Accounting Information | 44 | 4 | | | | |
| BA-218 | Personal Finance | 44 | 4 | | | | |
| BA-226 | Business Law I | 44 | 4 | | | | |
| WR-227 | Technical Report Writing | 44 | 4 | | | | |
| Winter Term | | | | | | | |
| BA-216 | Cost Accounting | 33 | 3 | BA-216 | Cost Accounting | 44 | 4 |
| BA-240 | Introduction to Financial Management | 44 | 4 | Move to Term 6 | | | |
| BA-256 | Income Tax Accounting | 44 | 4 | | | | |
| --- | Program Electives | | 4 | --- | *Program Electives | | 7-8 |
| Spring Term | | | | | | | |
| BA-217 | Budgeting for Managers | 33 | 3 | | | | |
| BA-228 | Computerized Accounting | 33 | 3 | | | | |

| BA-255 | Advanced Topics in Accounting | 44 | 4 | | | | |
|--------|------|------|------|------|------|------|------|
| *--- | Program Electives | | 3-4 | yellow: **Move to Term 5** | | | |
| | | | | BA-240 | Introduction to Financial Management | 44 | 4 |
| **Accounting Assistant Program Electives** | | | | | | | |
| Any Business Administration (BA) or Business Technology (BT) course not included in the Accounting Assistant program. | | | | | | | |
| *Students who take BA-156 must complete 8 elective credits. Students who take EC-201 must complete 7 elective credits. | | | | | | | |
| **TOTAL _CURRENT_ CREDITS:** | | | 90 | **TOTAL _PROPOSED_ CREDITS:** | | | |

| College Contact | Dr. Joan San-Claire | Telephone No. | 3013 |
|-----------------|---------------------|---------------|------|
| **E-Mail Address** | joan.san-claire@clackamas.edu | **Fax No.** | |
| **Chief Academic Officer _or_ PTE Dean Signature** | _(signature)_ | **Date** | 4/24/20 |

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

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**http://www.ode.state.or.us/search/results/?id=231**

| College: | Clackamas Community College | Date | 04/14/20 |
|---|---|---|---|

### CAREER LEARNING AREA

| | | |
|---|---|---|
| ☐ Ag, Food & Natural Resource Systems | | ☐ Health Services |
| ☐ Arts, Information & Communications | | ☐ Human Resources |
| √ Business & Management | | ☐ Industrial & Engineering Systems |

### PROGRAM INFORMATION

| APPROVED Program Title<br><br>*(For Official Program Title, refer to your directory at* http://www.ode.state.or.us/search/results/?id=232*)* | APPROVED CIP Code | | | APPROVED Recognition Award | Current Credits |
|---|---|---|---|---|---|
| | **6-digit CIP** | *7th digit* | *8th digit* | | |
| **Parent AAS Title:**<br>**Accounting Assistant AAS** | | | | ☐ Associate of Applied Science (AAS) Degree | |
| **Option Title**** | | | | ☐ *OPTION* to AAS Degree | |
| **Certificate Title:** *Within* **AAS Degree? √ Yes**  ☐ No**<br>**Accounting Clerk**<br>CC.ACNTGCLERK | 52.0302 | J | * | ☐ **CC1R Related Certificate (45-60 credits)** | 45-48 |

****Enter name of base degree in 'AAS Title' box**
LAST AMENDMENT APPROVED ON 12.06.19

### TYPE OF PROGRAM AMENDMENT
#### (Check **ALL** That Apply)

| | | |
|---|---|---|
| ☐ New Program++<br>☐ Title Change for Program | X **Curriculum Revision** | X **Revision in Program Credits** |
| | | *Proposed* Total Credits: 45 |
| *Proposed* AAS Title: | | |
| *Proposed* OPTION Title: | | |
| *Proposed* Certificate Title: | | |
| ☐ **SUSPENSION** of Program | Reason for Suspension: | |
| Suspension Effective Date: | | |

## 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| First Term | | | | | | | |
| BA-101 | Introduction to Business | 44 | 4 | | | | |
| **BA-104** | **Business Math** | **33** | **3** | | | | |
| BA-111 | General Accounting I | 44 | 4 | BA-111 | General Accounting I | 33 | 3 |
| **WR-121** | **English Composition** | **44** | **4** | | | | |
| Second Term | | | | | | | |
| *BA-112 | General Accounting II | 44 | 4 | *BA-112 | General Accounting II | 33 | 3 |
| BA-131 | Introduction to Business Computing | 44 | 4 | | | | |
| **BA-156 Or EC-201 | Business Forecasting Or Principles of Economics: MICRO | 33-44 | 3-4 | | | | |
| BA-177 | Payroll Accounting | 33 | 3 | | | | |
| Third Term | | | | | | | |
| BA-211 | Financial Accounting I | 44 | 4 | | | | |
| BA-228 | Computerized Accounting | 33 | 3 | | | | |
| **BA-285** | **Human Relations in Business** | **44** | **4** | | | | |
| CS-135S | Microsoft Excel | 33 | 3 | | | | |
| --- | Program Electives | | 2-4 | **--- | Program Electives | | 3-4 |
| Accounting Clerk Program Electives | | | | | | | |
| Any Business Administration (BA) or Business Technology (BT) course not included in the Accounting Clerk program. | | | | | | | |
| Catalog Notes | | | | | | | |
| *BA-212 may be taken instead of BA-112. BA-112 is recommended for students who wish to study small business accounting, whereas BA-212 is corporate-focused. | | | | *BA-212 may be taken instead of BA-112. BA-112 is recommended for students who wish to study small business accounting, whereas BA-212 is corporate-focused. BA-212 is required for the Accounting Assistant AAS degree. ***Students who take BA-156 must complete 4 elective credits. Students who take EC-201 must complete 3 elective credits. | | | |
| Courses in this program can be applied to satisfy elective requirements in the Business AAS degree. | | | | | | | |
| **TOTAL CURRENT CREDITS:** | | | 45-48 | **TOTAL PROPOSED CREDITS:** | | | 45 |

| **College Contact** | Dr. Joan San-Claire | | **Telephone No.** | 3013 | |
|---|---|---|---|---|---|
| **E-Mail Address** | joan.san-claire@clackamas.edu | | **Fax No.** | | |
| **Chief Academic Officer or PTE Dean Signature** | | | | **Date** | 4/24/20 |

**Oregon Department of Community Colleges and Workforce Development**
255 Capitol Street NE
Salem, OR  97310-0203

Office of Educational Improvement & Innovation

Phone: (503) 378-3600
FAX: (503) 378-5156

| | |
|---|---|
| COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT WORKSOURCE OREGON | **COMMUNITY COLLEGE PROGRAM AMENDMENT FORM**<br>(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs) |

<span style="color:red">**This form should be completed electronically and the boxes will expand to accommodate text.**</span>
**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 | |
|---|---|---|---|

## CAREER LEARNING AREA

| | | | |
|---|---|---|---|
| ☐ | Ag, Food & Natural Resource Systems | ☐ | Health Services |
| ☐ | Arts, Information & Communications | ☐ | Human Resources |
| √ | Business & Management | ☐ | Industrial & Engineering Systems |

## PROGRAM INFORMATION

| *APPROVED* Program Title<br><br>*(For Official Program Title, refer to your directory at 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:<br>**Administrative Professional**<br>AAS.ADMINPRO | **52.0401** | | | √ | **Statewide AAS (90-108 credits)** | **90** |
| **Option Title\*\*** | | | | ☐ | *OPTION* to AAS Degree | |
| **Related Certificates:**<br>Administrative Assistant Certificate<br>Administrative Assistant Training Certificate | | | | ☐ | **Certificate of Completion** | |

**\*\*Enter name of base degree in 'AAS Title' box**
Last amendment approved on 1/18/2019

## TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

| | | | |
|---|---|---|---|
| ☐ **New Program++**<br>☐ **Title Change for Program** | ☐ **Curriculum Revision** | ☐ **Revision in Program Credits** | |
| | | *Proposed* Total Credits: | **90-91** |
| *Proposed* AAS Title: | | | |
| *Proposed* OPTION Title: | | | |
| *Proposed* Certificate Title: | | | |
| ☐ *SUSPENSION* of Program | *Reason for Suspension:* | | |

## 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| 1st Year | | | | | | | |
| Term 1 | | | | | | | |
| BA-101 | Introduction to Business | 44 | 4 | | | | |
| **BA-104** | **Business Math** | **33** | **3** | | | | |
| BA-131 | Introduction to Business Computing | 44 | 4 | | | | |
| **WR-121** | **English Composition** | **44** | **4** | ***WR-121** | **English Composition** | **44** | **4** |
| Term 2 | | | | | | | |
| BA-111 or BA-211 | General Accounting I or Financial Accounting I | 44 | 4 | BA-111 or BA-211 | General Accounting I or Financial Accounting I | 33-44 | 3-4 |
| BT-120 | Personal Keyboarding | 33 | 2 | | | | |
| BT-121 | Data Entry | 11 | 1 | | | | |
| BT-124 | Business Editing I | 33 | 3 | | | | |
| BT-160 | Word I | 55 | 3 | | | | |
| Term 3 | | | | | | | |
| BT-125 | Business Editing II | 33 | 3 | | | | |
| BT-161 | Word II | 55 | 3 | Move to Term 6 | | | |
| BT-172 | Introduction to Microsoft Outlook | 33 | 2 | | | | |
| CS-135S | Microsoft Excel | 33 | 3 | | | | |
| -- | Administrative Professional Program elective | | 3 | -- | Administrative Professional Program elective | | 4 |
| | | | | BT-122 | Keyboarding Skillbuilding | 33 | 2 |
| | | | | -- | **PE/Health/Safety/First Aid requirement** | | **1** |
| 2nd Year | | | | | | | |
| Term 4 | | | | | | | |
| BA-205 | Business Communications with Technology | 44 | 4 | | | | |
| BA-226 | Business Law I | 44 | 4 | | | | |
| **BA-285** | **Human Relations in Business** | **44** | **4** | | | | |
| BT-262 | Integrated Projects | 66 | 4 | | | | |
| Term 5 | | | | | | | |
| BA-206 | Management Fundamentals | 44 | 4 | | | | |
| BA-218 | Personal Finance | 44 | 4 | REMOVE | | | |
| BA-224 | Human Resource Management | 44 | 4 | | | | |
| -- | **PE/Health/Safety/First Aid requirement** | | **1** | Move to Term 3 | | | |

| Code | Course Name | No. | Cr. | Code | Course Name | No. | Cr. |
|---|---|---|---|---|---|---|---|
| -- | Administrative Professional program elective | | 3 | Move to Term 6 | | | |
| | | | | BT-216 | Office Procedures | 44 | 4 |
| | | | | COMM-111 | Public Speaking | 44 | 4 |
| **Term 6** | | | | | | | |
| BA-228 | Computerized Accounting | 33 | 3 | | | | |
| BT-122 | Keyboarding Skillbuilding | 33 | 2 | Move to Term 3 | | | |
| BT-216 | Office Procedures | 44 | 4 | Move to Term 5 | | | |
| BT-271 | Advanced Business Projects | 110 | 4 | | | | |
| | | | | BT-161 | Word II | 55 | 3 |
| -- | Administrative Professional program elective | | 3 | -- | Administrative Professional program elective | | 6 |
| **Administrative Professional Program Electives** | | | | | | | |
| Any Business Administration (BA) or Business Technology (BT) course not included in the Administrative Professional program. | | | | Any Business Administration (BA) or Business Technology (BT) course not included in the Administrative Professional program. Students will be encouraged to use the elective credits to focus on the following:<br>• Human Resources<br>• Accounting<br>• Project Management<br>• Marketing | | | |
| **Catalog Notes** | | | | | | | |
| | | | | *This course will be removed from the first term IF the student is required to enroll in FYE-101. WR-121 will be rescheduled in a term conducive to a student's preference. | | | |
| **TOTAL *CURRENT* CREDITS:** | | | 90 | **TOTAL *PROPOSED* CREDITS:** | | | 90-91 |

| | | | |
|---|---|---|---|
| **College Contact** | Bev Forney | **Telephone No.** | 3115 |
| **E-Mail Address** | | **Fax No.** | |
| **Chief Academic Officer *or* PTE Dean Signature** | *(signature)* | **Date** | 5/13/20 |

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

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**http://www.ode.state.or.us/search/results/?id=231**

| College: | Clackamas Community College | Date | |
|---|---|---|---|

### CAREER LEARNING AREA

| | | | |
|---|---|---|---|
| ☐ | Ag, Food & Natural Resource Systems | ☐ | Health Services |
| ☐ | Arts, Information & Communications | ☐ | Human Resources |
| √ | Business & Management | ☐ | Industrial & Engineering Systems |

### PROGRAM INFORMATION

| *APPROVED* Program Title<br><br>*(For Official Program Title, refer to your directory at 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* | | | |
| **Parent AAS Title:**<br>**Administrative Professional AAS** | | | | ☐ | **AAS** | |
| **Option Title\*\*** | | | | ☐ | ***OPTION* to AAS Degree** | |
| **Certificate Title:** *Within* AAS Degree? √ Yes\*\*  ☐ No<br>**Administrative Assistant**<br>CC.ADMINASST | **52.0401** | | | √ | **CC1R Related Certificate (45-60 credits)** | **45** |

**\*\*Enter name of base degree in 'AAS Title' box**
Last amendment approved on 1/18/2019

### TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

| | | |
|---|---|---|
| ☐ **New Program**++<br>☐ **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:** | | |

# 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| Fall Term | | | | | | | |
| BA-104 | Business Math | 33 | 3 | | | | |
| BA-131 | Introduction to Business Computing | 44 | 4 | | | | |
| BT-120 | Personal Keyboarding | 33 | 2 | | | | |
| BT-121 | Data Entry | 11 | 1 | | | | |
| WR-121 | English Composition | 44 | 4 | *WR-121 | English Composition | 44 | 4 |
| Winter Term | | | | | | | |
| BA-111 Or BA-211 | General Accounting I or Financial Accounting I | 44 | 4 | BA-111 Or BA-211 | General Accounting I or Financial Accounting I | 33-44 | 3-4 |
| BT-122 | Keyboarding Skillbuilding | 33 | 2 | | | | |
| BT-124 | Business Editing I | 33 | 3 | | | | |
| BT-160 | Word I | 55 | 3 | | | | |
| -- | Administrative Assistant program electives | | 3 | Move to Term 3 | | | |
| | | | | BT-216 | Office Procedures | 44 | 4 |
| Spring Term | | | | | | | |
| BA-285 | Human Relations in Business | 44 | 4 | | | | |
| BT-125 | Business Editing II | 33 | 3 | | | | |
| BT-161 | Word II | 55 | 3 | | | | |
| BT-172 | Introduction to Microsoft Outlook | 33 | 2 | | | | |
| BT-216 | Office Procedures | 44 | 4 | Move to Term 2 | | | |
| | | | | -- | Administrative Assistant program electives | | 4 |
| Program Electives | | | | | | | |
| Any Business Administration (BA) or Business Technology (BT) course not included in the Administrative Assistant program. | | | | | | | |
| Catalog Notes | | | | | | | |
| | | | | *This course will be removed from the first term IF the student is required to enroll in FYE-101. WR-121 will be rescheduled in a term conducive to a student's preference. | | | |
| TOTAL CURRENT CREDITS: | | | 45 | TOTAL PROPOSED CREDITS: | | | 45-46 |

| College Contact | Bev Forney | | Telephone No. | 3115 | | |
|---|---|---|---|---|---|---|
| E-Mail Address | | | Fax No. | | | |
| Chief Academic Officer or PTE Dean Signature | | | | | Date | 5/13/20 |

## 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 | |
|---|---|---|---|

### CAREER LEARNING AREA

| | | | |
|---|---|---|---|
| ☐ | Ag, Food & Natural Resource Systems | ☐ | Health Services |
| ☐ | Arts, Information & Communications | ☐ | Human Resources |
| √ | Business & Management | ☐ | Industrial & Engineering Systems |

### PROGRAM INFORMATION

| *APPROVED* Program Title<br><br>*(For Official Program Title, refer to your directory at 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* | | | |
| **Parent AAS Title:**<br>**Administrative Professional AAS** | | | | ☐ | **Associate of Applied Science (AAS) Degree** | |
| **Option Title**** | | | | ☐ | ***OPTION* to AAS Degree** | |
| **Certificate Title:** *Within* **AAS Degree? √ Yes**** ☐ No**<br>**Administrative Assistant Training**<br>CC.ADMINTRNG | **52.0401** | | | ☐ | **CCR Related Certificate (12-30 credits)** | **29** |

****Enter name of base degree in 'AAS Title' box**
Last amendment approved on 05.18.18
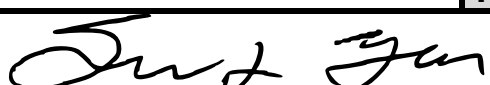
### TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

| | | |
|---|---|---|
| ☐ **New Program++**<br>☐ **Title Change for Program** | ☐ **Curriculum Revision** | ☐ **Revision in Program Credits** |
| | | *Proposed* **Total Credits:** \| **26** |
| *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.**

## 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| **Fall Term** | | | | | | | |
| BA-104 | Business Math | 33 | 3 | | | | |
| BT-120 | Personal Keyboarding | 33 | 2 | | | | |
| BT-124 | Business Editing I | 33 | 3 | Move to Term 2 | | | |
| | | | | BT-121 | Data Entry | 11 | 1 |
| | | | | BT-160 | Word I | 55 | 3 |
| **Winter Term** | | | | | | | |
| BA-111 | General Accounting I | 44 | 4 | BA-111 | General Accounting I | 33 | 3 |
| BT-125 | Business Editing II | 33 | 3 | Move to Term 3 | | | |
| BT-160 | Word I | 55 | 3 | Move to Term 1 | | | |
| | | | | BT-124 | Business Editing I | 33 | 3 |
| | | | | BT-216 | Office Procedures | 44 | 4 |
| **Spring Term** | | | | | | | |
| BT-122 | Keyboarding Skillbuilding | 33 | 2 | | | | |
| BT-161 | Word II | 55 | 3 | REMOVE | | | |
| BT-172 | Introduction to Microsoft Outlook | 33 | 2 | | | | |
| BT-216 | Office Procedures | 44 | 4 | Move to Term 2 | | | |
| | | | | BT-125 | Business Editing II | 33 | 3 |
| **TOTAL *CURRENT* CREDITS:** | | | 29 | **TOTAL *PROPOSED* CREDITS:** | | | 26 |

| College Contact | Bev Forney | | Telephone No. | 3115 | |
|---|---|---|---|---|---|
| E-Mail Address | | | Fax No. | | |
| Chief Academic Officer *or* PTE Dean Signature | *[signature]* | | | Date | 5/13/20 |

## 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 | |
|---|---|---|---|

## CAREER LEARNING AREA

| | |
|---|---|
| ☐ Ag, Food & Natural Resource Systems | ☐ Health Services |
| ☐ Arts, Information & Communications | ☐ Human Resources |
| ☐ Business & Management | ☐ Industrial & Engineering Systems |

## PROGRAM INFORMATION

| *APPROVED* Program Title<br><br>*(For Official Program Title, refer to your directory at 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: Project Management** AAS.PROJECTMNGT | **52.0205** | | | √ **AAS (90-108 credits)** | **91-92** |
| **Option Title**** | | | | ☐ *OPTION* to AAS Degree | |
| **Related Certificates:** Project Management Certificate Project Management Leadership & Communication CP Project Management Tools & Techniques CP | | | | ☐ Certificate of Completion | |

Last amendment approved on 2/15/19

## TYPE OF PROGRAM AMENDMENT
### (Check **ALL** That Apply)

| | | |
|---|---|---|
| ☐ New Program++ <br> ☐ Title Change for Program | ☐ **Curriculum Revision** | ☐ **Revision in Program Credits** |
| | | *Proposed* Total Credits:    **90-92** |
| *Proposed* AAS Title: | | |
| *Proposed* OPTION Title: | | |

| ***Proposed*** **Certificate Title:** | |

# 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 19-20 [List entire curriculum as last approved) | | | | PROPOSED CURRICULUM 20-21 [List only course(s) to be amended] | | | |
|---|---|---|---|---|---|---|---|
| Course | Title | Hours | Credits | Course | Title | Hours | Credits |
| Project Management Associate of Applied Science Degree: 1st Year | | | | | | | |
| Fall Term | | | | | | | |
| BA-101 | Introduction to Business | 44 | 4 | | | | |
| BA-131 | Introduction to Business Computing | 44 | 4 | | | | |
| **MTH-065 Or BA-104** | **Algebra II or Business Math** | **33-44** | **3-4** | | | | |
| **WR-121** | **English Composition** | **44** | **4** | | | | |
| Winter Term | | | | | | | |
| BA-120 | Project Management Fundamentals | 44 | 4 | | | | |
| BA-226 | Business Law I | 44 | 4 | | | | |
| BT-177 | Microsoft Project | 33 | 3 | | | | |
| COMM-111 | Public Speaking | 44 | 4 | | | | |
| Spring Term | | | | | | | |
| BA-111 Or BA-211 | General Accounting I or Financial Accounting I | 44 | 4 | BA-111 Or BA-211 | General Accounting I or Financial Accounting I | 33-44 | 3-4 |
| BA-122 | Teamwork | 33 | 3 | | | | |
| BA-124 | Negotiation | 33 | 3 | | | | |
| BA-217 | Budgeting for Managers | 33 | 3 | | | | |
| -- | Project Management Program Electives | 33 | 3 | | | | |
| Project Management Associate of Applied Science Degree: 2nd Year | | | | | | | |
| Fall Term | | | | | | | |
| BA-125 | Advanced Project Management Tools | 55 | 5 | | | | |
| BA-205 | Business Communications with Technology | 44 | 4 | | | | |
| BA-223 | Principles of Marketing | 44 | 4 | | | | |
| **BA-285** | **Human Relations in Business** | **44** | **4** | | | | |
| Winter Term | | | | | | | |
| BA-123 | Leadership & Motivation | 33 | 3 | | | | |
| BA-126 | Project Management: Workshop | 33 | 3 | | | | |
| BA-206 | Management Fundamentals | 44 | 4 | | | | |
| CS-135S | Microsoft Excel | 33 | 3 | | | | |
| -- | **PE/Health/Safety/First Aid requirement (see page 82)** | | **1** | | | | |
| Spring Term | | | | | | | |
| BA-268 | Applied Project Demonstration | 33 | 3 | | | | |
| WR-227 | Technical Report Writing | 44 | 4 | | | | |

| -- | Project Management program elective | | 7 | | | | |
|---|---|---|---|---|---|---|---|
| Project Management Program Electives | | | | | | | |
| Any Business Administration (BA) or Business Technology (BT) course not included in the Project Management program. | | | | | | | |
| **TOTAL *CURRENT* CREDITS:** | | | 91-92 | **TOTAL *PROPOSED* CREDITS:** | | | 90-92 |

| | | | |
|---|---|---|---|
| **College Contact** | Frank Corona | **Telephone No.** | 6498 |
| **E-Mail Address** | | **Fax No.** | |
| **Chief Academic Officer *or* PTE Dean Signature** | *[signature]* | **Date** | 5/6/20 |