

	Presenter	Action
1. Welcome and Introductions	Chair	
2. Approval of Minutes	Chair	Approval
3. Consent Agenda a. Course Number Changes b. Course Title Change c. Reviewed Outlines for Approval	Chair	Approval
4. Course and Program Approvals a. EMT Changes a. Credits/Hours: EMT-107, EMT-108 b. Amendment: Emergency Medical Technology CC b. CLA Changes a. Credits/Hours: CLA-101, 102, 115, 118, 118L, 120 b. Inactivations: CLA-103, 103L, 119, 125, 130 c. New Courses: CLA-123 d. Amendment: Clinical Laboratory Assistant/Phlebotomy CC c. Accounting Changes a. Credits/Hours: BA-112 b. Amendments: Accounting Assistant AAS, Accounting Clerk CC d. IDTD Changes a. Credits/Hours: MFG-104 b. New Courses: MFG-264 c. Amendments: Machine Tool Technology AAS, Machine Tool Technology CC, CNC Machining Technician CPCC, Energy Systems Maintenance Technician CPCC e. Program Learning Outcomes a. Business AAS f. Program Amendments a. Human Resource Management CC b. Welding Technology AAS c. Welding Technology CC	Tana Sawzak Marilyn Braught Joan San-Claire Mike Mattson M. Feagles (for S. Parker) M. Feagles (for M. Moiso) John Phelps John Phelps	Approval/21.SU Approval/21.SU Approval/21.SU Approval.21.SU Info/21.SU Approval/21.SU Approval/21.SU Approval/21.SU
5. Old Business a. Feedback on Charter	Chair	
6. New Business a. Review Membership Vacancies b. Course Revision Guidebook Updates	Chair Chair	

Present: Dustin Bare, Nora Brodnicki, George Burgess, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Eden Francis, Sharron Furno, Shalee Hodgson, Jason Kovac, Kara Leonard, Alice Lewis (Alternate Chair), Mike Mattson, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Terrie Sanne, Charles Siegfried, Casey Sims, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato

Guests: Greg Bostrom, Rick Lockwood, Sharon Parker

Absent: ASG Representative, Jeff Ennenga, Sue Goff, Kerrie Hughes, Patricia McFarland, David Plotkin, Cynthia Risan, Tara Sprehe

1. Welcome & Introductions

2. Approval of Minutes

- a. Approval of the February 5, 2021 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. Course and Program Approvals

a. Course Hours, Instructional Method, Credits Change

i. BA-250

1. Sharon Parker presented
2. Changing from 33 LECT/3 Credits to 44 LECT/4 Credits
3. reflects the increased rigor of a capstone course and the increased time commitment necessary for students to complete a substantive, integrative business plan project that is more complete than what was previously required in the 3 credit version of this course.
4. This course is 4 credits at OSU and most of the larger Oregon Community Colleges

Motion to approve, approved

ii. PH-201, 202, 203, 211, 212, 213

1. Greg Bostrom presented
2. Changing all courses from 40 LECT/30 LAB, to 44 LECT/33LAB

Motion to approve, approved

b. New Courses

i. FRP-206

1. Shalee Hodgson presented for Jeff Ennenga
2. Requested by industry to support new employees that meet OROSHA Division 7 rules.
3. Will be offered to 20 students through a grant

Motion to approve, approved

ii. MA-135

1. Shalee Hodgson presented for Cindy Garner
2. To teach skills that employers have requested for entry level healthcare employees.

Motion to approve, approved

iii. MFG-218, MTT-111, 112, 113, 121, 122, 123, 141, 241, 242, 252, 253, 254, 268, 269

1. Mike Mattson presented
2. These courses are for the Machine Tool Technology AAS and CC program redesign
3. MFG-218
 - a. Lean Manufacturing
4. MTT-111, 112, 113
 - a. Manual Machining I
 - b. Updated versions of MFG-111, 112, and 113
5. MTT-121, 122, 123

- a. Updated version of previous CNC Machining series (MFG-201, 202, 203). In the new program, these will be presented to students the first 3 terms of the program. Rather than starting in the second year.
- 6. MTT-141, 251, 252
 - a. CAD/CAM series. MTT-141 is an updated version of MFG-204.
- 7. MTT-268, 269
 - a. Capstone courses

Motion to approve, approved

c. Program Learning Outcomes

- i. Automotive Service Technology AAS
 - 1. Rick Lockwood presented
 - 2. Previously had a lot of duplicate outcomes. The updated outcomes are condensed and focused.

No approval needed; informational item

- ii. Business Management CC
 - 1. Sharon Parker presented
 - 2. Removing outcome #1 because the business plan that was previously in BA-101 will be the primary capstone project in BA-250, which is not part of the 1 year business certificate.

No approval needed; informational item

d. Program Amendments

- i. Business AAS
 - 1. Sharon Parker presented
 - 2. Total credits change from 90-96 to 92-96
 - 3. Shifted courses around. BA-250 is now 4 credits. Updated electives for more crossover between other business programs.

Motion to approve, approved

- ii. Business Management CC
 - 1. Sharon Parker presented
 - 2. Total credits change from 50 to 47
 - 3. BA-211 and BA-224 swapped terms. Removed BA-280.

Motion to approve, approved

- iii. Human Resource Management CC
 - 1. Megan Feagles presented
 - 2. Reflecting BA-250 credit change
 - 3. Total credits change from 45-47 to 46-48

Motion to approve, approved

5. Old Business

a. Curriculum Committee Charter

- i. Scot Pruyin presented
- ii. Approved Charter will be posted under Additional Documents
- iii. Scot will bring to College Council

Motion to approve, approved

b. DEI training next meeting. March 19, 2021 8-10am.

- i. Scot will send the invite and pre-reading as soon as he gets it.

6. New Business

a. Three-Year Course Inactivation List (2022)

- i. This is the first of three reminders. Second Notice will be Fall Term
- ii. These are courses that haven't been offered since 2019/SP. Including new courses that have never been offered (unless it's a recent new course)
- iii. To prevent inactivation, the course must be offered during the 21-22 year, OR JUST ASK US NOT TO INACTIVATE IT.
- iv. The list is posted under Additional Documents and is updated frequently. It's included in the approval email today.

7. Closing Comments

- a. Put on agenda for 4/2/21 meeting: Create a sub-committee to update the Course Revision Guidebook

-Meeting Adjourned-

Next Meeting: March 19, 2021 (8-10am) DEI Training

1. Course Title Change

Course	Current Title	Proposed Title
BA-255	Advanced Topics in Accounting	Governmental and Nonprofit Accounting
CLA-100	Introduction to Health Care	Introduction to HealthCare

2. Course Number Change

Course	Title	Proposed Course Number

3. Outlines Reviewed for Approval

Course	Title	Implementation
BA-119	Project Management Practices	2021/SU
BA-217	Budgeting for Managers	2021/SU
BA-255	Governmental and Nonprofit Accounting	2021/SU
CJA-270	Criminal Justice Capstone	2021/SU
CLA-100	Introduction to HealthCare	2021/SU
CLA-101L	Clinical Laboratory Assistant Skills Lab I	2021/SU
CLA-102L	Clinical Laboratory Assistant Skills Lab II	2021/SU
FR-211	Intermediate French Conversation	2021/SU
MFG-106	Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing	2021/SU
MTT-241	CAD/CAM II	2021/SU
MTT-242	CAD/CAM III	2021/SU
TA-123	Costuming III	2021/SU
TA-298	Advanced Technical Design: Material Application	2021/SU

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: Frank
Last Name: Corona
Phone: 6498
Email: francisco.corona@clackamas.edu

Course Prefix and Number: BA - 119**# 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: Project Management Practices**Course Description:**

Basic course in project management, intended for non-project management students. Students gain a basic understanding of project management principles and techniques, with emphasis on scope planning, scheduling, and resource management. Students learn practical application of cost control, time management, and communication in project environments.

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): Business Management Certificate, Horticulture AAS, Landscape Management AAS, Arboriculture AAS

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?

- ✓ **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 common stages in the project life cycle and list activities critical to each;
2. describe the project management constraint model and its practical impacts on the project manager;
3. create a project work breakdown structure;
4. manually create a simple project schedule using a network diagram;
5. identify a project's critical path and compute a project's earliest possible finish date by means of the two pass method;
6. describe a process for stakeholder identification and communication;
7. apply methodical decision-making processes in a project environment;
8. demonstrate project cost control and resource allocation and control processes.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Project life cycle/project constraint model.
2. Project scope and work breakdown structure.
3. Project communications.
4. Project network diagram and critical path.
5. Project cost and schedule management.
6. Project monitoring and control.
7. Project close.

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)

- | | |
|---|---|
| <input checked="" type="checkbox"/> EOU (Eastern Oregon University) | <input checked="" type="checkbox"/> PSU (Portland State University) |
| <input checked="" type="checkbox"/> OIT (Oregon Institute of Technology) | <input checked="" type="checkbox"/> SOU (Southern Oregon University) |
| <input checked="" type="checkbox"/> OSU (Oregon State University) | <input checked="" type="checkbox"/> UO (University of Oregon) |
| <input checked="" type="checkbox"/> OSU-Cascade | <input checked="" type="checkbox"/> WOU (Western Oregon University) |

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

None

How does it transfer? (Check all that apply)

- general elective**
:

First term to be offered:

Specify term: Winter 2015

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: Joan

Last Name: San-Claire

Phone: 3013

Email: joan.san-claire@clackamas.edu

Course Prefix and Number: BA - 217

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: Budgeting for Managers

Course Description:

Budgeting is a crucial managerial decision-making and planning tool that also incorporates performance evaluation through variance analysis. This course examines developing and managing department and project budgets in-depth, as well as how they fit into the overall organizational framework. Specifically, this course includes coverage of static, flexible, and rolling budgets, capital budgeting, variance analysis, break-even and contribution margin analysis, profit planning, manufacturing costs, and sales forecasts, and cost behavior.

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): Business AAS & Certificate

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: BA-131, BA-211, BA-213, or some experience in accounting or budgeting

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?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Fall**

✓ **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 the importance of budgeting and the development process, including budget components, constraints, and ethical considerations;
2. demonstrate application of basic math skills;
3. apply budgeting techniques, such as standard costs, variance analysis, and flexible budgeting as a planning and performance evaluation tool;
4. compute compound interest, present and future value, the break-even point, and contribution margin;
5. evaluate long-term projects and capital expenditure decisions with analytic tools and capital budgeting techniques.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Importance of budgets.
2. Budget processes and human behavior.
3. Components of the budget.
4. Budget period and adjustments.
5. Responsibility accounting and management by exception.
6. Flexible budgets.
7. Standard costs.
8. Variance analysis.
9. Evaluation of long-term projects.

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)**
- OSU (Oregon State University)**
- UO (University of Oregon)**

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

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

:

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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

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

Course Prefix and Number: BA - 255

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: **Governmental and Nonprofit Accounting**

Course Description:

Build upon knowledge obtained from financial accounting coursework to comprehend and gain practice in the specialized area of accounting for governmental and nonprofit entities. Topics include fund types, budgetary and expenditure controls, and modified accrual accounting.

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): Accounting AAS

Are there prerequisites to this course?

Yes

Pre-reqs: BA-211

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: BA-112, BA-213

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?

✓ **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 the goals as well as the basic structure of GASB financial accounting;
2. distinguish between government-wide/economic resource flow and fund/modified accrual financial reporting;
3. account for the general and special revenue funds, as well as other governmental fund types;
4. comprehend applications to private and public nonprofit entities;
5. describe the functions of budgeting and auditing for government and nonprofit organizations;
6. review federal, state, and local financial reporting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to governmental and nonprofit accounting
2. Accounting and reporting for state and local government
3. Governmental operating statement accounts, budgetary accounting, and operating activities
4. General capital assets and projects
5. General long-term liabilities and debt service
6. Business-type activities of state and local governments
7. Nonprofit 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.

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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?

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)

- OIT (Oregon Institute of Technology)**
- PSU (Portland State University)**
- OSU (Oregon State University)**

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

Linn-Benton CC: BA-219 Governmental Accounting
Portland CC: BA 240 Nonprofit Financial Management and Accounting

How does it transfer? (Check all that apply)

general elective
:

First term to be offered:

Specify term: Spring 2021

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Section #1 General Course Information

Department: EHCJ

Submitter

First Name: Ida

Last Name: Flippo

Phone: 3363

Email: iflipp

Course Prefix and Number: CJA - 270

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: Criminal Justice Capstone

Course Description:

This course applies and assesses the knowledge and skills gained by students who are completing the criminal justice program. Students will complete analyses of second year criminal justice courses, will review program learning outcomes, complete and present an e-portfolio, and take an exit examination.

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): AAS Criminal Justice; AAS Criminal Justice, Corrections option

Are there prerequisites to this course?

Yes

Pre-reqs: CJA-170

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: No

When do you plan to offer this course?

✓ **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. review and analyze knowledge and skills gained in second year criminal justice 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:

Analysis of courses taken through second year, winter term
 Review of Program Learning Outcomes
 Analysis of courses taken second year, spring term
 E-portfolio development
 E-portfolio presentation
 Peregrine Academics examination

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)

- ✓ **PSU (Portland State University)**
- ✓ **SOU (Southern Oregon University)**

- ✓ **WOU (Western Oregon University)**

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

Capstone courses

How does it transfer? (Check all that apply)

✓ **required or support for major**

:

First term to be offered:

Specify term: Spring 2020

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information**Department:** HTHS**Submitter**

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 100**# 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 HealthCare**Course Description:**

This course is an introduction to the ever-changing healthcare career field. Students will simulate personal and workplace safety, demonstrate professionalism, evaluate how to get started in healthcare and lifelong learning and participate using effective communication techniques.

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): Clinical Laboratory Assistant/Phlebotomy Certificate

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?

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 Only

Audit: No

When do you plan to offer this course?

✓ **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. define and discuss health care legal and ethical issues as related to health care issues;
2. evaluate and analyze various health care professions which may offer future careers;
3. discuss, evaluate and demonstrate basic personal safety practices as related to health care;
4. demonstrate how lifestyle issues affect employment in the health care field, including life-long learning;
5. demonstrate and articulate professional behaviors that impact healthcare delivery;
6. define and discuss effective communication with colleagues, community and health care professionals;
7. review and correlate nutrition and its role in healthcare;
8. identify disease names and some preventions.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Healthcare of the Past, Present and Future
2. Careers in Healthcare including Laboratory and other lesser-known jobs
3. Healthcare Safety Practices including emergency preparedness
4. Legal and Ethical Principles necessary in healthcare
5. How Cultures influence delivery of Health Care
6. Employee Life Skills useful to healthcare careers
7. Nutrition and healthcare
8. Disease names and preventions
9. Electronic Medical Records and how they influence healthcare

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

:

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 101L

Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
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: Clinical Laboratory Assistant Skills Lab I

Course Description:

Exposes the students to a general hands-on experience learning the clinical laboratory field by performing some of the waived testing, specimen processing and handling skills used in the clinical laboratory while practicing the safety regulations of state and federal requirements. Basic quality assurance practices are outlined and shown to give a basic understanding of how to obtain and maintain quality laboratory testing. Many of the competencies required in the Core Module of the National Accreditation Agency of Clinical Laboratory Science (NAACLS's) Clinical Assistant Curriculum will be covered. Required: Student Petition.

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): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-101

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 Only

Audit: No

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. access and demonstrate knowledge of common laboratory terms;
2. explain and demonstrate proper infection control safety practices as outlined in government mandates;
3. evaluate and practice safe standard operating procedures with regards to collection, handling and processing blood and other body fluids laboratory specimens within the student's scope of practice;
4. demonstrate correct preparation and utilization of reagents, standards and controls according to standard operating procedures;
5. analyze and demonstrate proper performance of waived test including reporting of the results, and the quality control results according to scope of practice;
6. analyze and demonstrate correct understanding of the quality control protocols and other quality assurance processes using proper understanding of the steps in the evaluation of pre-analytical, analytical, and post-analytical errors and maintenance of equipment within the assistant's scope of practice

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Laboratory safety and infection control protocols and usage
2. Laboratory terminology
3. Use of Metric system in the laboratory
4. Quality assurance in clinical setting
5. Microscopic skills used in the clinical lab
6. Hemostasis specimen collection & waived testing
 - a. collection techniques and QC
7. Immunology / Immunohematology
 - a. collection techniques and QC
8. Introduction to Urinalysis
 - a. collection techniques
 - b. Physical and chemical waived testing
 - c. QC
9. Introduction to Clinical Chemistry
 - a. Collection and specimen processing
 - b. Point-of-care waived testing
10. Introduction to Microbiology specimen collection techniques

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

:

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 102L

Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
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: Clinical Laboratory Assistant Skills Lab II

Course Description:

Addresses hematology, urinalysis, chemistry and microbiology waived laboratory techniques within assistant level scope of practice. Correct specimen collection and testing techniques, hematology, urinalysis chemistry, and microbiology terminology, and quality assurance issues, will be practiced. Some of the required competencies of National Accrediting Agency of Clinical Laboratory Science (NAACLS) will be addressed or revisited. Required: Student Petition.

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): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or equivalent with a C or better

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-102

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. 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 Only

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. explain the common laboratory terminology, with emphasis on hematology, urinalysis, chemistry and microbiology departments;
2. perform appropriate waived tests at the clinical assistant level using standard operating procedures;
3. assess blood, urine and other body fluid specimens for analysis using scope of practice and standard operating procedures;
4. perform established quality control protocols to include maintenance and calibration of equipment;
5. assess potential pre-analytical, analytical, and post-analytical errors that may occur during specimen collection, labeling, transporting, processing, analyzing, and reporting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Urinalysis, including physical, chemical and introduction to microscopy
2. Urine pregnancy tests
3. Introduction of urine toxicology & substance abuse testing
4. Hematology, including hematocrit, hemoglobin and erythrocyte sedimentation rate
5. Chemistry testing of glucose and HgA1c
6. Strep throat collection and plating
7. FOBT, O&P and other body fluid collections

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: **Winter Term 2022**

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: World Languages

Submitter

First Name: Ernesto

Last Name: Hernandez

Phone: 3710

Email: ernesto.hernandez

Course Prefix and Number: FR - 211

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: Intermediate French Conversation

Course Description:

First term of a three-term series in intermediate development of speaking and listening proficiency through creative activities such as discussions of excerpts from contemporary French-language media, presentations, games, role-plays, debates, pair and group work. This course is ideally suited as a language elective or for personal enrichment. Materials, topics and level of difficulty will parallel work in FR-201.

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?

No

Are there prerequisites to this course?

Yes

Pre-reqs: FR-103 with a C or better

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. demonstrate increased ease and oral proficiency with the major language outcomes from first-year French: the present tense, the passé composé, and the imperfect;
2. correctly interpret information and creatively discuss and/or write about situations in the past;
3. correctly and creatively use learned material to role-play, discuss, debate, and/or analyze certain situations in areas like social interactions, cuisine, traveling and vacationing, or simple business transactions in French-speaking contexts.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Talking about memorable moments in the past, weekends, summer vacations etc.
2. Talking about what you used to do/what used to happen in the past.
3. Social interactions, cuisine, traveling, vacationing, simple business transactions.

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)

- 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)

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information**Department:** IDTD**Submitter**

First Name: Paul
Last Name: Wanner
Phone: 3387
Email: paulw

Course Prefix and Number: MFG - 106**# 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: Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing**Course Description:**

Introduces participants to the application of gauging and inspection using Geometric Dimensioning and Tolerancing (GDT). Students will identify inspection equipment and inspect GDT characteristics while experiencing their manufacturing implications. Variable Credit: 1-3 credits.

Type of Course: Career Technical Preparatory

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): Manufacturing Programs

Are there prerequisites to this course?

Yes

Pre-reqs: MFG-104

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?

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. state GDT principles proficiently,
2. identify correct advanced applications of GDT,
3. apply GDT to a company drawing in a team setting,
4. describe inspection procedures or gaging to verify GDT,
5. perform calculations of applicable tolerances,
6. perform calculations of tolerance stacks within the part,
7. design a gage that verifies part function or assembly requirements.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. GDT review.
2. Understanding datum requirements.
3. Unrepeatable datum references.
4. Implied datum sequences.
5. Common datum feature types.
6. Fully defined part features checklist.
7. Proper applications of coordinate tolerances.
8. Identify leaders of an assembly or functional requirement.
9. Identify followers of an assembly or functional requirement.
10. Advanced positional controls.
11. Composite positional controls.
12. Multiple segment positional controls.
13. Composite profile controls.
14. Multiple segment profile controls.

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information**Department:** IDTD**Submitter**

First Name: Kelly
Last Name: Lawrence
Phone: 15035943391
Email: kellys@clackamas.edu

Course Prefix and Number: MTT - 241**# Credits:** 4**Contact hours**

Lecture (# of hours):
Lec/lab (# of hours): 88
Lab (# of hours):
Total course hours: 88

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: CAD/CAM II**Course Description:**

This course is the second in the Computer-Aided Machining (CAM) series and will greatly expand the student's existing CAD/CAM skills by exploring more advanced software features and programming techniques. There will be a strong emphasis placed on the entire CAD/CAM/CNC part machining process. An introduction to 4-axis mill programming will be included.

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): Machine Tool Technology

Are there prerequisites to this course?

Yes

Pre-reqs: MTT-122 and MTT-141

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?

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: No

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. create and modify solid models using CAD/CAM software;
2. create 3-axis milling programs using CAD/CAM software;
3. create 2-axis turning programs using CAD/CAM software;
4. refine and optimize NC programs using the CAD/CAM/CNC process cycle;
5. demonstrate the 4-axis mill programming and machining process.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. CAD Solid model creation.
2. CAD Solid model manipulation.
3. Programming 3-axis milling machines.
4. Programming 2-axis turning machines.
5. Introduction to four-axis milling.
6. Work zeros, offsets, and axis combinations.
7. Programming techniques and processes.
8. CAD/CAM/CNC optimization.
9. Machining projects.

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

:

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: IDTD

Submitter

First Name: Kelly

Last Name: Lawrence

Phone: 15035943391

Email: kellys@clackamas.edu

Course Prefix and Number: MTT - 242

Credits: 4

Contact hours

Lecture (# of hours):

Lec/lab (# of hours): 88

Lab (# of hours):

Total course hours: 88

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: CAD/CAM III

Course Description:

This course is the third in the Computer-Aided Machining (CAM) series and will build on the previous course. Students will use CAD/CAM software to produce CNC parts. There will be an emphasis on multiple operations on both CNC milling and turning machines. An introduction to five-axis and mill/turn machining will be included.

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): Machine Tool Technology

Are there prerequisites to this course?

Yes

Pre-reqs: MTT-241

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?

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: 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. design, develop and manufacture a complex machined project;
2. create and modify CAD models from engineering drawings using CAD/CAM software;
3. create and modify process models based on the CAD geometry;
4. create and refine toolpaths for 3 & 4-axis milling and 2-axis turning machines;
5. describe processes and techniques used on both 5-axis and mill/turn machining centers.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Types of multi-axis machines.
2. Introduction to five-axis.
3. Work zeros, offsets, and axis combinations.
4. Programming techniques and processes.
5. Types of mill/turning machines.
6. Introduction to mill/turn.
7. Projects.

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

:

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: COTA

Submitter

First Name: Alice
Last Name: Lewis
Phone: x3156
Email: alicel@clackamas.edu

Course Prefix and Number: TA - 123

Credits: 3

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 66
Lab (# of hours):
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: Costuming III

Course Description:

Third in a three-part series. Study and practice in theatrical costuming techniques for various types of live theatrical productions. Students will analyze scripts, research historical background, and study period fashion to develop character wardrobes. This is a project-based course where students will construct and tailor costume and prop pieces for cast members. No experience necessary; limited seats.

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?

Yes

Check which General Education requirement:

Arts and Letters

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?

Yes

Recommendations: TA-121 or TA-122

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: No

When do you plan to offer this course?

✓ **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. develop a character's wardrobe, based on script analysis;
 2. research period appropriate fashion;
 3. develop and use standard costume charts, based on script analysis;
 4. choose appropriate fabrics, colors, and period styles to develop a character's look;
 5. construct garments using both hand and machine sewing techniques.
-

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
2. Locate, evaluate, and ethically utilize information to communicate effectively.
3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.
2. Respond to the needs of diverse audiences and contexts.
3. Build and manage relationships.

MA: Mathematics Outcomes:

1. Use appropriate mathematics to solve problems.
2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

- S**
1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
 2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.
2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.
3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CL: Cultural Literacy Outcome

1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.
-

Outcomes Assessment Strategies:**✓ Projects**

:

Major Topic Outline:

- Script analysis
- Charting costume pieces from script
- Developing characters with wardrobe looks
- Researching historical backgrounds and period
- Choosing color palettes and fabrics
- Developing consistency and harmony among character wardrobes
- Basic sewing techniques
- Maintaining and repairing fabrics and costume pieces
- Basic theatrical make-up
- Mask making when needed
- Independent final projects

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)

✓ PSU (Portland State University)

- ✓ **OSU (Oregon State University)**
- ✓ **SOU (Southern Oregon University)**
- ✓ **UO (University of Oregon)**
- ✓ **WOU (Western Oregon University)**

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

ART 146 Costume Fundamentals at SOU
TA 100-level course at UO
TA-246 Tech Theatre: Costuming at WOU; counts as Liberal Arts Core Curriculum
TA-LDT Costuming at OSU

How does it transfer? (Check all that apply)

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

Provide evidence of transferability: (minimum one, more preferred)

✓ **Other. Please explain.**

Individual university transfer guides.

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: COTA

Submitter

First Name: Chris

Last Name: Whitten

Phone: 503-594-6489

Email: chrisw@clackamas.edu

Course Prefix and Number: TA - 298

Credits: 2

Contact hours

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours): 33

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: Advanced Technical Design: Material Application

Course Description:

A continued study and practice of personal craftsmanship and style in the fabrication process of scenic elements. This practicum is focused on personal development. The selection of materials and tools to generate specific units from drawings to painting is key in self-actualization. May be repeated for up to 6 credits.

Type of Course: Lower Division Collegiate

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? 6

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?

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: 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?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. create projects with supplied drawings;
2. select materials appropriate for scenic goals;
3. make appropriate tool choices for construction techniques;
4. make appropriate fastener choices for safe engineering;
5. select appropriate time-lines for success;
6. demonstrate relevant mathematical concepts;
7. demonstrate safe use of tools and scene shop practices.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Scenic Design functions.
2. Theory in scenic components.
3. Carpentry
4. Radiant Energy – Illumination.
5. Refraction, reflection, absorption.
6. Chromatics.
7. Controls, electronic.
8. Independent research

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)

✓ **PSU (Portland State University)**

✓ **WOU (Western Oregon University)**

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

How does it transfer? (Check all that apply)

✓ **general elective**

:

First term to be offered:

Next available term after approval

:

April 16, 2021

Course	Current Hours/Credits	Proposed Hours/Credits
EMT-107	33 LECT, 16 LAB/3 Credits	12 LECT, 24 LE/LA/2 Credits
EMT-108	11 LECT, 33 LAB/2 Credits	12 LECT, 24 LE/LA/2 Credits

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: **Tana**
Last Name: **Sawzak**
Phone: **6025**
Email: **tanas**

Course Prefix and Number: EMT - 107

Credits: 2

Contact hours

Lecture (# of hours): **12**
Lec/lab (# of hours): **24**
Lab (# of hours):
Total course hours: **36**

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: EMT Rescue

Course Description:

This introductory course provides a basic overview of the rescue related roles EMS providers perform on scene. Students have an opportunity to participate in hands-on learning throughout the course. Topics include the Incident Command System (ICS), low angle rope rescue, vehicle extrication with heavy tools, Urban Search and Rescue (USAR), water rescue, hazardous materials response and mass casualty incidents. Students will need additional training and industry certification not included in this course. This course will give the students the foundation they need for further learning in these topic areas.

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): Emergency Medical Technology

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: Reliable transportation to off-campus skills sessions

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?

✓ **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. demonstrate various rescue-related specialties for which an EMSP can become trained and perform;
2. demonstrate basic FEMA Incident Command System skills required for entry-level work as an EMSP;
3. demonstrate Hazardous Materials Awareness skills required to be hired as an EMSP
4. demonstrate on programmed patients, the techniques of lifting and moving of patients in any situation presented;
5. demonstrate the use of the common knots, hardware, and rigging systems used in low angle rope rescue operations;
6. describe and demonstrate the types of, and proper use of, portable fire extinguishers;
7. demonstrate the use of modern-day vehicle extrication tools for gaining access to victims of motor vehicle crashes;
8. demonstrate modern-day methods of victim removal from motor vehicle entrapment;
9. demonstrate Urban Search & Rescue Technician skills, and practices as a member of a USAR team;
10. demonstrate Water Rescue Technician skills and practices as a member of a swift water rescue team, and describe other types of water and ice rescue;
11. demonstrate baseline skills application to the functions an EMSP can be assigned at a Mass Casualty Incident.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Safety Issues
2. Incident Command System
3. Ropes, Knots, Hardware Systems and Rigging
4. Patient Packaging & Movement
5. Fire Extinguishers
6. Vehicle Construction
7. Vehicle Stabilization
8. Extrication: Hand and Power Tools
9. Collapsed Structures
10. Confined Spaces/Urban Search & Rescue
11. Water Rescue
12. EMS operations at MCIs

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

:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: **Tana**
Last Name: **Sawzak**
Phone: **6025**
Email: **tanas**

Course Prefix and Number: EMT - 108

Credits: 2

Contact hours

Lecture (# of hours): **12**
Lec/lab (# of hours): **24**
Lab (# of hours):
Total course hours: **36**

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: Emergency Response Patient Transportation

Course Description:

This course instructs EMS providers in the safe and efficient transportation of sick and injured patients. The focus is on establishing and maintaining a culture of safety with emergency vehicle operations. Students will analyze emergency vehicle crashes and will learn and practice safety skills and habits as both the emergency vehicle operator and occupant. Topics include Oregon revised statutes and administrative rules which pertain to emergency vehicle operations, vehicle inspections and maintenance, mapping and route planning, coordination with air medical transportation and how to safely lift and move patients using manual and mechanical methods. This Emergency Transportation class also provides a professional emergency vehicle operator certification, incorporating the National Association of EMTs (NAEMT) EMS Vehicle Operator Safety (EVOS) curriculum within the class. Upon successful completion, students receive the 4-year EVOS certificate.

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): Emergency Medical Technology

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: Valid driver's license and reliable transportation to off-campus skill sessions

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?

✓ **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) cite appropriate laws relating to the operation & licensing of an ambulance/emergency vehicle, ambulance service and ambulance personnel;
- 2) conduct required vehicle maintenance, safety inspections and associated documentation;
- 3) identify safety methods and practices for people in the patient compartment of an ambulance,
- 4) describe how to practice mental, emotional, and physical preparedness,
- 5) identify appropriate precautions when performing specific vehicle maneuvers and when driving under various road and weather conditions,
- 6) describe how to proactively avoid vehicle crashes and how to respond if one occurs,
- 7) demonstrate how to safely and accurately perform various driving skill maneuvers,
- 8) describe & demonstrate street addressing conventions, how to use a map, navigating and finding a location;
- 9) explain proper principles for emergency response driving and vehicle operation with a patient on board,
- 10) explain the basic principles of operating with and around a helicopter ambulance.

This course does not include assessable General Education outcomes.

Major Topic Outline:

- 1) Emergency response driving laws
- 2) Emergency vehicle operations: driving & maneuvering skills, vehicle maintenance/inspections, vehicle positioning, on-scene warning devices, and crash avoidance
- 3) Vehicle maintenance, safety checks and inspection
- 4) Street & addressing knowledge, map reading, navigation and route planning
- 5) Manual methods & mechanical tools involved with patient movement & transport
- 6) Aeromedical transportation

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
Emergency Medical Technology CC	2021/SU



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input checked="" type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	6-digit CIP	7 th digit	8 th digit		
AAS Title:				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No Emergency Medical Technology CC.EMT	51.0904			<input checked="" type="checkbox"/> SSC1 Statewide Certificate (45-60 credits)	56

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

LAST AMENDMENT APPROVED ON 1/24/20

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)


<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> 55
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
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.]

<i>CURRENT CURRICULUM 20-21</i>				<i>PROPOSED CURRICULUM 21-22</i>			
<small>[List entire curriculum as last approved]</small>				<small>[List only course(s) to be amended]</small>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Fall Term							
BI-231	Human Anatomy & Physiology I	66	4				
EMT-105	Introduction to Emergency Medical Services	33	3				
MA-110	Medical Terminology	44	4				
MTH-065	Algebra II	44	4				
WR-121	English Composition	44	4				
Winter Term							
BI-232	Human Anatomy & Physiology II	66	4				
CJA-203	Crisis Intervention	33	3				
COMM-111	Public Speaking	44	4				
EMT-101	Emergency Medical Technician Part I	99	6				
EMT-109	Emergency Response Communication/Documentation	22	2	Move to Spring Term			
Spring Term							
BI-233	Human Anatomy & Physiology III	66	4				
EMT-102	Emergency Medical Technician Part II	99	6				
EMT-107	EMT Rescue	49	3	EMT-107	EMT Rescue	36	2
EMT-108	Emergency Response Patient Transportation	44	2	EMT-108	Emergency Response Patient Transportation	36	2
PSY-101	Human Relations	33	3				
				EMT-109	Emergency Response Communication/Documentation	22	2
Catalog Notes							
Current Healthcare Provider level CPR (AHA or ASHI) are required; criminal history background check, proof of immunization, and students will be asked to take a drug test as arranged by the department							
TOTAL CURRENT CREDITS:			56	TOTAL PROPOSED CREDITS:			55

College Contact	Tana Sawzak	Telephone No.	
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	1/6/21

April 16, 2021

Course	Current Hours/Credits	Proposed Hours/Credits
CLA-101	33 LECT/3 Credits	44 LECT/4 Credits
CLA-102	33 LECT/3 Credits	44 LECT/4 Credits
CLA-115	22 LECT/2 Credits	44 LECT/4 Credits
CLA-118	11 LECT/1 Credit	22 LECT/2 Credits
CLA-118L	33 LAB/1 Credit	66 LAB/2 Credits
CLA-120	11 LECT, 96 LAB/4 Credits	22 LECT, 144 LAB/6 Credits

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 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: Clinical Laboratory Assistant Skills I

Course Description:

Presents the student with a general overview of a clinical laboratory, including state and federal regulations, laboratory terminology, laboratory staffing and a basic understanding of Waived laboratory testing. Safety in the laboratory, specimen collection and handling, quality controls and quality assurance will be addressed. The majority of the competencies required in the Core Module of the National Accrediting Agency for Clinical Laboratory Science, (NAACLS's) Clinical Assistant Program will be covered. Required: Student Petition.

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): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110, and MTH-050 or MTH-065

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-101L

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. 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 Only

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. define and explain common laboratory terms, with an emphasis on laboratory professionalism;
2. demonstrate and explain OHSA's Bloodborne pathogens standards, infection control, physical and chemical safety practices including personal and patient safety practices as defined by Standard Precautions;
3. Identify body fluids for analysis according to Scope of Practice and Standard Operating Procedures, demonstrate and explain safe practices used to collect and handle body fluids;
4. discuss the correct use and preparation of reagents, controls and other materials used in analysis;
5. describe the proper collection and performance of some Waived testing in the laboratory assistant level while maintaining CLIA regulations;
6. demonstrate and correlate pre-analytical, analytical and post-analytical errors with correct evaluation of quality control protocols including equipment maintenance within the assistant's Scope of Practice.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Personal and patient safety
2. Epidemiology including some history of medicine and laboratory
3. Laboratory staffing and credentialing
4. Professionalism
5. Laboratory terminology
6. Metric system
7. Laboratory regulations, clinical laboratory improvement act (CLIA), OHSA, CAP, TJC
8. Quality assurance in the laboratory
9. Hemostasis specimen collection and testing
 - a. Point of care testing
10. Basic Immunology / Basic immunohematology
 - a. Collection techniques / quality assurance
 - b. Blood typing
11. Urinalysis

- a. Physical / chemical / microscopic
- 12. Clinical chemistry
 - a. Collection techniques / quality assurance
 - b. Specimen processing
 - c. Point of care testing
- 13. Microbiology
 - a. Specimen collection techniques
 - b. Quality assurance issues
- 14. Fecal occult blood testing
 - a. Quality assurance issues

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
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: Marilyn.braught

Course Prefix and Number: CLA - 102

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: Clinical Laboratory Assistant Skills II

Course Description:

This course covers hematology, urinalysis, chemistry, immunology, immunohematology and microbiology theory at the clinical assistant level scope of practice. Correct specimen collection will be emphasized. This course will instruct students to define, assess, and evaluate various waived tests. Accuracy and attention to detail will be stressed. Quality control topics covered include the use of controls, standards, and laboratory protocols.

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): Clinical Laboratory Assistant/ Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or equivalent with a C or better

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-102L

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort, or 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?

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 Only

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. define common laboratory terminology;
2. explain infection control and laboratory safety practices as outlined in federal, state and locally mandated regulations;
3. demonstrate knowledge and understanding of standard operating procedures with regards to collecting specimens other than but including blood specimens;
4. analyze the correct processes for blood and body fluid specimens collection and analysis according to standard operating procedures;
5. explain the preparation of reagents, standards and controls according to standard operating procedures including preventative maintenance of equipment;
6. demonstrate and evaluate the proper collection and performance of the appropriate waived tests at the clinical assistant level, according to standard operating procedures;
7. demonstrate and evaluate the prevention and reporting of any potential pre-analytical and post-analytical errors that may occur during specimen collection, labeling, transporting and processing;
8. define and discuss current trends in laboratory medicine.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Urinalysis
 - a. Collection, Physical and Chemical examination
 - b. Theory and limited practice of microscopic examination
2. Urine pregnancy
3. Urine toxicology and substance abuse testing
4. Hematology theory
 - a. Hematopoiesis outlined
 - b. Bone marrow production RBC and WBC
 - c. Blood cell disorders
 1. Leukemia
 2. Anemia
 - d. Perform hematology waived tests

1. Hematocrit
2. Hemoglobin
3. Erythrocyte sedimentation rate
5. Chemistry tests and relationship to collection methodology
 - a. POCT Glucose and A1c
6. Microbiology basic testing
 - a. Strep throat collection and plating
 - b. Other POCT tests within scope of practice

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: Winter 2022

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 115

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: Laboratory Administrative Skills

Course Description:

Designed for the clinical laboratory assistant in any healthcare facility to facilitate knowing the laboratory coding, billing and insurance practices, Understand the use of communication skills with healthcare staff both verbal, nonverbal and written in emails, practice the skills of obtaining vital signs and understanding additional skills needed in the healthcare field to be an excellent employee and/or leader. Required: Student Petition.

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): Clinical Laboratory Assistant/Phlebotomy Certificate

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?

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 Only

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. explain the basics of the laboratory coding, billing and insurance practices necessary in the clinical laboratory field;
2. discuss and demonstrate collecting vital signs;
3. explain quality assurance and legal issues involving personnel performing laboratory testing, documentation, and reporting procedures;
4. discuss the importance of verbal and written communication, including communicating with special needs patients, other healthcare departments and coworkers both inside same healthcare business and outside vendors;
5. demonstrate skills related to healthcare laboratory environment such as managing emotions of patients, self and employees.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Professionalism regarding personal and patient interactions
2. Communication
 - a. Special needs patients, age related and language skills
 - b. Telephone, email and social media etiquette
3. Employee behavior to manage stress of healthcare employment
4. CPT, ICD-10 codes, ABN insurance forms
5. Customer satisfaction
6. Vital signs
7. Computer skills for EMR and LIS

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

:

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information**Department:** HTHS**Submitter**

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 118**# 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: Phlebotomy for Healthcare**Course Description:**

Designed for the student that is pursuing a healthcare career to provide a broad understanding of blood collection and specimen handling techniques used in ambulatory and medical center laboratories. Also prepares students to perform these tasks effectively and safely in the workplace. Universal and standard precautions and other state and federal laboratory regulations will be addressed.

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): Clinical Lab Assistant/Phlebotomy certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110

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

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

Are there corequisites to this course?

Yes

Co-reqs: CLA-118L

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort, or 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 Only

Audit: No

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. demonstrate the standard operating procedures (SOP) of proper blood collection by capillary (skin) puncture and venipuncture including evacuated tubes, syringes, and winged devices;
2. explain the difference in blood collection techniques for adult and pediatric patients;
3. demonstrate safe and effective specimen collection, handling, and transport to ensure optimum laboratory specimens;
4. evaluate and explain the difference between whole blood, plasma, and serum, then list pre-analytical factors affecting blood test results;
5. describe blood vessel anatomy, blood composition, anticoagulants, and specimen requirements for specific tests;
6. demonstrate proper use of various types of blood collection equipment and match evacuated tube color to specific additives, anticoagulants and test orders;
7. describe personal protective equipment, bio-hazard material handling requirements, and other safety and bloodborne pathogen issues using OSHA regulations and SOPs;
8. explain professionalism, customer service, errors and ethical and legal considerations;
9. demonstrate knowledge of quality assessment processes in handling laboratory samples and how to minimize errors in all phases of the specimen collection and transport processes.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Bloodborne pathogen and lab safety
2. HIPAA and OSHA standards
3. Blood collection techniques with standard equipment for venipuncture & skin puncture
4. Plasma, serum, and whole blood
5. Order of draw
6. Quality Assurance and Quality control
7. Professionalism
8. Pre-analytical complications
9. Special procedures
 - a. Point of care finger-stick testing
 - b. Blood cultures

- 10. Ethical and legal considerations
- 11. Errors and customer satisfaction
- 12. Specimen processing and handling

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

:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 118L

Credits: 2

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 66
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: Phlebotomy for Healthcare Lab

Course Description:

This course is a companion course to CLA-118 and is designed for the Healthcare career student to practice and gain skill and experience in blood collection according to standard operating procedures. Students will practice collecting blood specimens, proper handling and processing techniques used to deliver samples to the laboratory for testing. The students will demonstrate their ability to perform these activities effectively and safely, emulating the workplace environment. Universal and Standard Precautions will be stressed. The students will collect blood samples on their lab partners throughout the term. Required: Student Petition.

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): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-118

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 Only

Audit: No

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. demonstrate ability to perform blood draws by venipuncture according to Standard Operating Procedures using evacuated tubes, a syringe and winged device;
2. perform blood collection by capillary(skin)puncture;
3. demonstrate safe and effective specimen collection, handling and processing according to SOP;
4. compare and contrast the difference between whole blood, plasma, and serum, as well as other factors affecting the quality of the blood specimen, including Order of Draw;
5. demonstrate correct blood vessel anatomy and placement for specimen collection, as well as correct anticoagulants, and specimen requirements for specific tests;
6. demonstrate collection with the various blood collection equipment, including additives and anticoagulants versus the evacuated tube colors;
7. demonstrate proper use of personal protection equipment(PPE), handling of bio-hazard material and other safety and blood-borne issues according to standard operating procedures and laboratory regulations.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Blood Borne Pathogen/Lab Safety/ OSHA /HIPAA
2. Blood Collection Equipment of various types
3. Blood Collection Techniques/Venipuncture and Skin Puncture
4. Plasma, serum and Whole blood
5. Order of draw and collection requirements
6. Quality Assurance/Quality Control
7. Professionalism
8. Pre-analytical complications
9. Specimen Processing and Handling
10. Patient safety and interventions due to needs of patient

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

:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 120

Credits: 6

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours): 144
Total course hours: 166

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: Phlebotomy/CLA Practicum

Course Description:

This course is the hands-on skills training required by national certification exam to practice venipunctures and other clinical laboratory assistant skills. Students will be assigned a supervised, unpaid laboratory location(s) in our community partner medical laboratories to gain practical experience. A weekly class to discuss experiences and other pertinent topics is part of this course. Required: Student Petition.

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): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-102 and CLA-102L with a C or better

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: Students must be admitted into the current CLA cohort. 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:

Pass/No Pass Only

Audit: No

When do you plan to offer this course?

✓ **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. access, analyze, and critique various work experiences, problems, and resolutions in the laboratory setting;
2. demonstrate then evaluate accurate patient identification, correct specimen collection and handling, and the consequences of mishandling specimens;
3. describe the various departments within the laboratory and the types of specimens that belong to each;
4. identify and characterize the roles of various laboratory personnel and the scope of practice of each;
5. explain the importance of clear and concise communication between laboratorians and patients, physicians, nurses, and other healthcare personnel;
6. develop skills and experience in the duties routinely assigned to a clinical laboratory assistant, including phlebotomy and specimen handling and / or processing;
7. identify communication and ethical situations that arise in the clinical laboratory assistant scope of practice and have knowledge of skills used in these situations

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Practicum discussions
2. Laboratory terminology
3. Laboratory regulations
4. Specimen collection and management
5. Quality control and performance assessment
6. Communication with healthcare personnel and patients

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: Spring 2022

Course Number	Title	Implementation
CLA-103	Clinical Laboratory Assistant Skills III	2021/SU
CLA-103L	Clinical Laboratory Assistant Skills Lab III	2021/SU
CLA-119	Laboratory/Phlebotomy Practicum	2021/SU
CLA-125	Introduction to Clinical Research	2021/SU
CLA-130	Specimen Collection	2021/SU

Clackamas Community College
Online Course/Outline Submission System

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Date approved: May 4, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Helen
Last Name: Wand
Phone: 0694
Email: helenw

Course Prefix and Number: CLA - 103

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: Clinical Laboratory Assistant Skills III

Course Description:

A continuation of CLA-101 and CLA-102 with emphasis on microbiology, clinical chemistry, serology, and immunology. The clinical laboratory assistant scope of practice, professionalism in the workplace and patient test management will be discussed in detail. Required: Student Petition.

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): Clinical Laboratory Assitant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-100, CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-103L

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA program. 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?

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 Only

Audit: Yes

When do you plan to offer this course?

✓ **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. define the role of the clinical laboratory assistant in the healthcare delivery system as it relates to the clinical laboratory environment, point-of-care testing, and physician office laboratory;
2. use common laboratory terminology;
3. employ standard operating procedures to collect microbiology and clinical chemistry specimens other than blood;
4. use standard operating procedures to properly perform appropriate waived microbiology and clinical chemistry tests at the clinical assistant level;
5. discuss quality control protocols, including maintenance and calibration of equipment;
6. discuss potential pre-analytical, analytical, and post-analytical errors that may occur during specimen collection, labeling, transporting, and processing.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Patient test management
2. QA and QC issues revisited
3. Microbiology specimen collection, handling and waived testing, including wet mounts
4. Serology and immunology waived testing
5. Clinical chemistry specimen collection and waived testing

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: Spring 2018

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Date approved: May 4, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Helen
Last Name: Wand
Phone: 0694
Email: helenw

Course Prefix and Number: CLA - 103L

Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
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: Clinical Laboratory Assistant Skills Lab III

Course Description:

A continuation of CLA-101L and CLA-102L with emphasis on microbiology, clinical chemistry serology and immunology. The clinical laboratory assistant scope of practice when performing waived testing and professionalism in the workplace will be practiced. Some of the NAACLS competencies will be performed and/or revisited. Required: Student Petition.

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): Clinical Laboratory Assitant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-100, CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120

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

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-103

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

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA program. 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 Only

Audit: Yes

When do you plan to offer this course?

✓ 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. use common laboratory terminology, with emphasis on microbiology, chemistry, and immunology;
2. perform waived laboratory tests at the clinical laboratory assistant level according to scope of practice and standard operating procedures;
3. employ infection control and personal safety practices as outlined in federal, state, and locally mandated regulations;
4. perform quality control protocols including maintenance and calibration of equipment;
5. use standard operating procedures to collect and prepare blood and body fluid specimens for analysis;
6. identify potential pre-analytical, analytical, and post-analytical errors that may occur during or following specimen collection;
7. use standard operating procedures to prepare and reconstitute reagents, standards, and controls.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Patient test management
 - a. Lab report forms
2. QA and QC issues revisited
3. Microbiology collection
 - a. Agar types
 - b. Culture set up
 - c. Gram staining
 - d. Throat culture and rapid strep tests
 - e. Acid fast stains
 - f. Wet mounts
 1. KOH & Saline
4. Serology and immunology for virology tests
5. Clinical chemistry
 - a. Specimen collection
 - b. Analytes

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: Spring 2018

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Date approved: May 18, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Helen
Last Name: Wand
Phone: 0694
Email: helenw

Course Prefix and Number: CLA - 119

Credits: 3

Contact hours

Lecture (# of hours): 10
Lec/lab (# of hours):
Lab (# of hours): 72
Total course hours: 82

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: Laboratory/Phlebotomy Practicum

Course Description:

Students will participate in supervised, unpaid assignment, in community medical center and clinic laboratories to gain practical experience. A weekly seminar accompanies this course. Required: Student Petition.

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): Clinical Laboratory Assitant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-100, CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or BI-101 and BI-102

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

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

Are there corequisites to this course?

No

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

Yes

Recommendations:

Requirements: Student must be enrolled in current CLA cohort. 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:

Pass/No Pass Only

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. analyze and critique various work experiences/problems in the laboratory setting;
2. discuss and evaluate the importance of accurate patient identification and correct specimen collection and handling and the consequences of mishandling;
3. explain the importance of clear and concise communication between laboratory personnel, patients, physicians, nurses, and other health-care workers;
4. develop skills and experience in the various duties routinely assigned to a clinical laboratory assistant, including but not limited to, phlebotomy, specimen handling, and specimen processing.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Practicum experience discussions
2. Communication
3. Documentation
4. Review phlebotomy principles

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: Winter Term 2017

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Date approved: June 1, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Helen
Last Name: Wand
Phone: 0694
Email: helenw

Course Prefix and Number: CLA - 125

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 Clinical Research

Course Description:

An overview of research as applied through clinical studies. Participants will learn elements of proper research techniques as conducted under the supervision of a physician or Ph.D. Required: Student Petition.

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): Clinical Laboratory Assitant Certificate

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 must be enrolled in current CLA cohort. 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 Only

Audit: Yes

When do you plan to offer this course?

✓ **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. distinguish and evaluate the difference between basic research and clinical research, as well as differentiate the interaction of regulatory agencies with research studies;
2. verify and illustrate common research terminology, i.e., IRB, Research Coordinator, and other technical terms related to research;
3. describe and evaluate an overview of the history of clinical research and how regulation has developed as a result of poor conduct in research;
4. identify and evaluate the requirements for patient participation in a research study as outlined by a study's inclusion / exclusion criteria;
5. determine and demonstrate standard operation procedures for general conduct of a study and illustrate standard procedures for entering data into permanent records;
6. describe the difference between science and pseudoscience;
7. identify and distinguish 5 different unethical practices found in research;
8. identify "helicopter research" and illustrate the need for indigenous research;
9. distinguish and illustrate common documents used in research studies;
10. describe the principles of informed consent, pediatric consent, and the protection of vulnerable populations;
11. identify and distinguish the importance of Serious Adverse Events and unanticipated Problems for Research Subjects and what they may be.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. History and overview of clinical research
"helicopter research,"
illustrate need for indigenous research
2. ethics of clinical research
3. research protocol
4. preparing regulatory documents
5. consent forms
writing and preparing
informed consent
pediatric consent
protection of vulnerable populations
6. recruitment and retention of patients for purpose of research
7. transferring and monitoring data

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: Spring 2018

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Date approved: June 1, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Helen
Last Name: Wand
Phone: 0694
Email: helenw

Course Prefix and Number: CLA - 130

Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 22
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: Specimen Collection

Course Description:

This course covers appropriate specimen collection of all constituents of human anatomy for various laboratory testing and teaches students to recognize inappropriate specimen collection and develop problem solving skills as health professionals to protect patient safety. The final portion of this course qualifies students to perform drug testing collections under US Department of Transportation (DOT) regulations. The final exam will include a demonstration for collection proficiency. Specimen management and potential adulteration of specimens for drug testing will be addressed. Required: Student Petition.

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): Certified Laboratory Assistant certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-100, CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or equivalent

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?

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: 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. use correct laboratory, medical, and anatomical terminology for effective and appropriate communication, both verbally and non-verbally, in the health-care setting;
2. demonstrate proficiency in all types of blood and body fluid collection techniques and the skill to prepare the specimens for analysis using Standard Operating Procedures;
3. discuss state and national laboratory regulations, including Infection Control, Health and Safety, and Quality Management;
4. use quality control data correctly and identify and report potential pre-analytical, analytical, and post-analytical errors in specimen collection;
5. master skills needed to pass exam for Certification for Drug Test Collection.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Collector qualifications and technique
2. Laboratory, site, and security requirements
3. Federal and DOT requirements
4. Website information
5. Paperwork protocol
6. collection types
 - a. Monitored
 - b. Observed
 - c. Routine
7. Supplies
8. mock collections,

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: Winter Term 2018

Course Number	Title	Implementation
CLA-123	Clinical Laboratory Assistant Career Development	2021/SU

Clackamas Community College
Online Course/Outline Submission System

Section #1 General Course Information**Department:** HTHS**Submitter**

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 123**# 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: Clinical Laboratory Assistant Career Development**Course Description:**

Career development skills related to resume development and interview techniques as a preparation for using these in your healthcare career. Exploration of career ladder for future employment opportunities. Required: Student Petition.

Type of Course: Career Technical Preparatory**Reason for the new course:**

Advisory Committee recommendation to train students in career skills such as how to create a resume, how to interview, and how to critically think.

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): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-102 and CLA-102L with a C or better

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: Students must be admitted into the current CLA cohort. 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 Only

Audit: No

When do you plan to offer this course?

✓ **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 the role of the clinical laboratory professional within the healthcare delivery system as it relates to the human relational component of the job;
2. use common laboratory terminology appropriately in writing resume and portfolio development;
3. demonstrate skills needed to successfully navigate normal usage of healthcare EMR computerization;
4. explain Quality control protocols, including maintenance and documentation practices;
5. describe potential pre-analytical, analytical and post-analytical errors that may occur during specimen collection, labeling, transporting and processing and how human behaviors and patterns can be eliminated or decreased;
6. demonstrate interview techniques.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Writing resume and developing portfolio
2. QA And QC issues revisited with communication lens to determining how to do relay knowledge to others
3. Discussion of proper specimen collection, handling and waived testing in the interview process
4. Email, verbal and nonverbal communication skills for interviewing and employment uses
5. Use of EMR and LIS in the Lab assistant role

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: Spring 2022

Program	Implementation
Clinical Laboratory Assistant/Phlebotomy CC	2021/SU



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	Current Credits
	6-digit CIP	7 th digit	8 th digit		
AAS Title:				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Related Program: Basic Health Science Career Pathway				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No Clinical Laboratory Assistant/Phlebotomy Certificate CC.CLINLABASSTPHLB	51.0802			<input checked="" type="checkbox"/> CC1 (45-60 credits) CC0 (31-35 credits)	45-47

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

LAST AMENDMENT APPROVED ON 01/18/19

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> 35-39
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	

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 20-21

[List entire curriculum as last approved]


PROPOSED CURRICULUM 21-22

[List only course(s) to be amended]

Course	Title	Hours	Credits	Course	Title	Hours	Credits
Clinical Laboratory Assistant Certificate Prerequisites							
The following prerequisites must be completed prior to the start of the student's cohort. Curriculum prerequisites and requirements may change yearly. To see prerequisites or requirements, please review the department website.							
MA-110	Medical Terminology	44	4				
MTH-050 Or MTH-065	Technical Mathematics I or Algebra II	44	4				
Clinical Laboratory Assistant Certificate							
Fall Term							
BI-120*	Introduction to Human Anatomy and Physiology	66	4				
CLA-100	Introduction to Health Care	22	2	REMOVE			
CLA-101	Clinical Laboratory Assistant Skills I	33	3	CLA-101	Clinical Laboratory Assistant Skills I	44	4
CLA-101L	Clinical Laboratory Assistant Skills Lab I	33	1				
CLA-118	Phlebotomy for Clinical Laboratory Assistants	11	1	CLA-118	Phlebotomy for Healthcare	22	2
CLA-118L	Phlebotomy for Clinical Laboratory Assistant Lab	33	1	CLA-118L	Phlebotomy for Healthcare Lab	66	2
WR-101 Or WR-121	Communication Skills: Occupational Writing or English Composition	33-44	3-4	Move to Term 2			
Winter Term							
CLA-102	Clinical Laboratory Assistant Skills II	33	3	CLA-102	Clinical Laboratory Assistant Skills II	44	4
CLA-102L	Clinical Laboratory Assistant Skills Lab II	33	1				
CLA-115	Laboratory Administrative Skills	22	2	CLA-115	Laboratory Administrative Skills	44	4
CLA-119	Laboratory/Phlebotomy Practicum	82	3	REMOVE			
CLA-130	Specimen Collection	22	1	REMOVE			
CS-120	Survey of Computing	55	4	REMOVE			
				WR-101 Or WR-121	Communication Skills: Occupational Writing or English Composition	33-44	3-4
Spring Term							
CLA-103	Clinical Laboratory Assistant Skills III	33	3	REMOVE			
CLA-103L	Clinical Laboratory Assistant Skills Lab III	33	1	REMOVE			

CLA-120	Laboratory/Phlebotomy Practicum II	107	4	CLA-120	Phlebotomy/CLA Practicum	166	6
CLA-125	Introduction to Clinical Research	22	2	REMOVE			
COMM-100** Or COMM-111 Or COMM-218	Basic Speech Communication or Public Speaking or Interpersonal Communication	33-44	3-4	REMOVE			
PSY-101	Human Relations	33	3	REMOVE			
				CLA-123	Clinical Laboratory Assistant Career Development	22	2
				--	Clinical Laboratory Assistant/Phlebotomy program electives		2-5
Clinical Laboratory Assistant/Phlebotomy Program Electives							
				BI-231	Human Anatomy & Physiology I	66	4
				BI-232	Human Anatomy & Physiology II	66	4
				BI-233	Human Anatomy & Physiology III	66	4
				BI-234	Introductory Microbiology	66	4
				CH-104	Introductory Chemistry	77	5
				CH-105	Introductory Chemistry	77	5
				CH-106	Introductory Chemistry	77	5
				CH-221	General Chemistry	77	5
				CH-222	General Chemistry	77	5
				CH-223	General Chemistry	77	5
				CH-243	Organic Chemistry III	77	5
				CLA-100	Introduction to HealthCare	22	2
				COMM-111	Public Speaking	44	4
				COMM-218	Interpersonal Communication	44	4
				PSY-101	Human Relations	33	3
				SOC-204	Introduction to Sociology	44	4
*Additional options to meet biology requirement: pass BI-101 & BI-102 with a C or better or successfully complete the entire BI-231, BI-232, BI-233, Anatomy & Physiology series.							
Current First Aid card and Healthcare Provider level CPR (AHA or ASHI) card are required during practicums and must be taken prior to the first term practicum. All CLA students will be required to complete a criminal history background, provide proof of immunization, and take a drug test.				Current First Aid card and Healthcare Provider level CPR (AHA or ASHI) card are required during practicums and must be taken prior to the practicum. All CLA students will be required to complete a criminal history background, provide proof of immunization, and take a drug test.			
Note: All clinical practicum courses are Pass/No Pass. CLA-130 may be taken for either a letter grade or pass/no pass option. All other courses are letter grades only and must be passed with a C grade or better in order to continue to the next term.				All courses must be passed with a C or better			

Core curriculum is sequential and may not be taken out of order, with the exception of CLA-100 which may be taken prior to beginning the program. Curriculum is intended to be completed in one academic year.	Core curriculum is sequential and may not be taken out of order. Curriculum is intended to be completed in one academic year.	
Individuals who have been found guilty of a felony or pleaded guilty to a felony may not be eligible for clinical practicum placement or be eligible to take the National exams.		
TOTAL CURRENT CREDITS:	45-47	TOTAL PROPOSED CREDITS: 35-39

College Contact	health-sciences-questions@clackamas.edu	Telephone No.	
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 3/23/21

April 16, 2021

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

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

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:** 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: 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 is introduced as a tool for evaluating the health and wealth of a business.

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, Accounting AAS

Are there prerequisites to this course?

Yes

Pre-reqs: BA-111 or BA-211

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 review required tax forms;
2. account for receivables, practice methods of writing off bad debt;
3. calculate interest expense and record notes payable;
4. adjust merchandise inventory for perpetual systems;
5. measure the cost of property, plant, and equipment, calculate depreciation;
6. examine accounting for partnerships;
7. analyze financial statements and interpret ratios to evaluate performance;
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.
3. Notes receivable and notes payable.
4. Merchandise inventory accounting.
5. Property, plant, equipment, and intangible assets.
6. Partnership accounting.
7. Financial analysis.
8. 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)

LB BA 112 Practical Accounting II

How does it transfer? (Check all that apply)

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

First term to be offered:

Specify term: **Winter 2022**

April 16, 2021

Program	Implementation
Accounting Assistant AAS	2021/SU
Accounting Clerk CC	2021/SU



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	Current Credits
(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	6-digit CIP	7 th digit	8 th digit		
	AAS Title: Accounting Assistant AAS.ACCNTGASST	52.0301			<input checked="" type="checkbox"/> AAS (90-108 credits)
Option Title**				<input type="checkbox"/> <i>OPTION</i> to AAS Degree	
Related Programs: Accounting Clerk Certificate				<input type="checkbox"/> Certificate of Completion	

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

LAST AMENDMENT APPROVED ON 01.15.21

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> <input type="text"/>
<i>Proposed AAS Title:</i>	Accounting	
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
Suspension Effective Date:	<input type="text"/>	


++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.]

<i>CURRENT CURRICULUM 20-21</i>				<i>PROPOSED CURRICULUM 21-22</i>			
[List entire curriculum as last approved]				[List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
1 st Year							
Fall Term							
BA-101	Introduction to Business	44	4				
BA-104	Business Math	33	3				
BA-111	General Accounting I	33	3				
WR-121	English Composition	44	4				
Winter Term							
BA-112	General Accounting II	33	3	BA-112	General Accounting II	44	4
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				
--	PE/Health/Safety/First Aid requirement		1				
Spring Term							
BA-205	Business Communications with Technology	44	4				
BA-211	Financial Accounting	44	4				
BA-285	Human Relations in Business	44	4				
CS-135S	Microsoft Excel	33	3				
2 nd 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	44	4				
BA-256	Income Tax Accounting	44	4				
*---	Program Electives		8-9	*---	Program Electives		7-8
Spring Term							
BA-217	Budgeting for Managers	33	3				
BA-228	Computerized Accounting	33	3				
BA-240	Introduction to Financial Management	44	4				

BA-255	Governmental and Nonprofit Accounting	44	4				
Accounting Assistant Program Electives							
Any Business Administration (BA) or Business Technology (BT) course not included in the Accounting Assistant program, or EC-201 or EC-202.				Any Business Administration (BA), Business Technology (BT), Computer Science (CS), or Economics (EC) course not included in the Accounting Assistant program or MTH-243			
*Students who take BA-156 must complete 9 elective credits. Students who take EC-201 must complete 8 elective credits.				*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		Date	4/8/21



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

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

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

LAST AMENDMENT APPROVED ON 01.15.21

TYPE OF PROGRAM AMENDMENT


(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input checked="" type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i>
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
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.]

<i>CURRENT CURRICULUM 20-21</i> [List entire curriculum as last approved]				<i>PROPOSED CURRICULUM 21-22</i> [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	33	3				
WR-121	English Composition	44	4				
Second Term							
BA-112	General Accounting II	33	3	BA-112	General Accounting II	44	4
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	44	4				
BA-228	Computerized Accounting	33	3				
BA-285	Human Relations in Business	44	4				
CS-135S	Microsoft Excel	33	3				
*---	Program Electives		3-4	*---	Program Electives		2-3
Accounting Clerk Program Electives							
Any Business Administration (BA) or Business Technology (BT) course not included in the Accounting Clerk program.							
Catalog Notes							
*Students who take BA-156 must complete 4 elective credits. Students who take EC-201 must complete 3 elective credits.				*Students who take BA-156 must complete 3 elective credits. Students who take EC-201 must complete 2 elective credits.			
Courses in this program can be applied to satisfy elective requirements in the Business AAS degree.							
TOTAL CURRENT CREDITS:			45	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		Date	4/8/21

April 16, 2021

Course	Current Hours/Credits	Proposed Hours/Credits
MFG-104	24 LECT/2 Credits	33 LECT/3 Credits

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: IDTD

Submitter

First Name: Mike
Last Name: Mattson
Phone: 3322
Email: mattsonm

Course Prefix and Number: MFG - 104

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: Print Reading

Course Description:

Introduction to basic print reading. Students will use the principles of orthographic projection and current industry standards as they apply this knowledge to interpreting manufacturing prints.

Type of Course: Career Technical Preparatory

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): Machine Tool Technology AAS, Computer-Aided Manufacturing AAS

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?

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**
- ✓ **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. visualize and describe a 3D part from an orthographic representation,
2. identify Notes and Revision information,
3. extract dimensional information and finish information,
4. utilize basic print reading terminology used in industry,
5. effectively discuss the represented part or assembly,
6. demonstrate the care and handling of prints.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. What is a Print.
2. The Alphabet of Lines.
3. Multi View Drawings.
4. Auxiliary Views.
5. Section Views.
6. Threads and Fasteners.
7. Dimensioning.
8. Tolerancing.
9. Machining Specifications.
10. Surface Quality.
11. Introduction to GD&T Symbols.
12. Detail Drawings.
13. Assembly Drawings.
14. Pictorial Drawings.
15. Title Blocks.
16. List of Materials.
17. Drawing Notes.
18. Revisions.
19. Welding Prints.
20. Sheet Metal Prints.

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 2021

Course Number	Title	Implementation
MFG-264	CMM Set-Up and Operation	2021/SU

Clackamas Community College
Online Course/Outline Submission System

Section #1 General Course Information**Department:** IDTD**Submitter**

First Name: Kelly

Last Name: Lawrence

Phone: 15035943391

Email: kellys@clackamas.edu

Course Prefix and Number: MFG - 264

Credits: 2**Contact hours**

Lecture (# of hours):

Lec/lab (# of hours): 44

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: CMM Set-Up and Operation**Course Description:**

In this last course of the precision measurement sequence, students will learn to properly set-up and operate a Coordinate Measuring Machine (CMM) and design measurement plans for optimal metrology output.

Type of Course: Career Technical Preparatory**Reason for the new course:**

Program alignment

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): Machine Tool Technology

Are there prerequisites to this course?

Yes

Pre-reqs: MFG-104

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?

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: 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. define the role of Coordinate Measurement Machines and the systems that control CMM machines;
2. utilize GD&T guidelines to produce measurement plan;
3. formulate a measurement plan to meet inspection criteria;
4. features & datum control on CMM machines;
5. create characteristics to evaluate using GD&T principles;
6. perform 1st runs on CMM programs for the purpose of proving them out;
7. transfer measurement programs to and from CMM machines;
8. install and use basic work-holding hardware;
9. assemble and qualify inspection probes using CMM machines;
10. work safely around automated measurement equipment.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Coordinate Measurement Machine (CMM) systems and nomenclature.
2. Cartesian coordinate system.
3. Machine start-up and shut-down procedures.
4. Assemble and qualify inspection probes.
5. Set-up CMM machine work datums.
6. CMM machine tooling and work holding basics.
7. CMM inspection terms and measurement plans.
8. GD&T terminology and utilization.
9. Advanced positional controls.
10. Composite positional controls.
11. Multiple segment positional controls.
12. Composite profile controls.
13. Multiple segment profile controls.

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
Machine Tool Technology AAS	2021/SU
Machine Tool Technology CC	2021/SU
CNC Machining Technician CPCC	2021/SU
Energy Systems Maintenance Technician CPCC	2021/SU



COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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College:	Clackamas Community College	Date	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Machine Tool Technology AAS.MATCHTECH	15.0613			<input checked="" type="checkbox"/> AAS (90-108 credits)	94
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Related Certificates: CNC Machining Technician CP Machine Tool Technology Certificate Mastercam Certificate				<input type="checkbox"/> Certificate of Completion	

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

LAST AMENDMENT APPROVED ON 01/24/20

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input checked="" type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits: 98-101
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
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 20-21 [List entire curriculum as last approved]				PROPOSED CURRICULUM 21-22 [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Manufacturing Technology Associate of Applied Science Degree: 1 st Year							
First Term							
MFG-104	Print Reading	24	2	MFG-104	Print Reading	33	3
MFG-107	Industrial Safety & First Aid	33	3				
MFG-111	Machine Tool Fundamentals I	198	9	REMOVE			
MTH-050*	Technical Mathematics I	44	4				
				MTT-111	Manual Machining I	110	5
				MTT-121	CNC I: Set-Up and Operation	66	3
Second Term							
MFG-105	Dimensional Inspection	28	2	REMOVE			
MFG-109 Or MFG-209	Computer Literacy for Technicians or Programming & Automation for Manufacturing	33	3	MFG-109	Computer Literacy for Technicians	33	3
MFG-112	Machine Tool Fundamentals II	198	9	REMOVE			
MTH-080	Technical Mathematics II	33	3				
				MTT-112	Manual Machining II	110	5
				MTT-122	CNC II: Programming and Operation	88	4
				--	Human Relations requirement (see page 82)		3
Third Term							
MFG-106	Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing	33	3	Move to 4 th term			
MFG-201	CNC I: Set-up and Operation	88	4	REMOVE			
MFG-280	Manufacturing Technology/CWE	72	2	REMOVE			
WR-101*	Communication Skills: Occupational Writing	33	3				
				MTT-113	Manual Machining III	110	5
				MTT-123	CNC III: Applied Programming and Operation	88	4
				MTT-141	CAD/CAM I	88	4

--	Human Relations requirement (see page 82)		3	Move to 2 nd Term			
Manufacturing Technology Associate of Applied Science Degree: 2 nd Year							
Fourth Term							
MFG-113	Machine Tool Fundamentals III	198	9	REMOVE			
MFG-204	Computer-Aided Manufacturing I	88	4	REMOVE			
				MFG-106	Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing	33	3
				MFG-218	Lean Manufacturing and Quality Systems	33	3
				MTT-241	CAD/CAM II	88	4
				MTT-252	Macro Programming and Machine Probing	66	3
--	Manufacturing Technology program electives		3	--	Manufacturing Technology program electives		3-4
Fifth Term							
MFG-202	CNC II: Programming & Operation	88	4	REMOVE			
MFG-205	Computer-Aided Manufacturing II	88	4	REMOVE			
MFG-211	Machine Tool Fundamentals IV	132	6	REMOVE			
				MTT-242	CAD/CAM III	88	4
				MTT-253	5-Axis Machining	66	3
				MFG-264	CMM Set-up and Operation	44	2
				MTT-268	Capstone Machining I	66	3
				--	Machine Tool Technology program electives		3-4
Sixth Term							
MFG-203	CNC III: Applied Programming & Operation	66	3	REMOVE			
MFG-206	Computer-Aided Manufacturing III	66	3	REMOVE			
MFG-221	Materials Science	66	3				
MFG-280	Manufacturing Technology/CWE	72	2	HD-209 Or MFG-280	Job Search Skills Or Manufacturing Technology/CWE	33-108	3
				MTT-254	Mill/Turn Machining	66	3
				MTT-269	Capstone Machining II	66	3
--*	General elective (any course 100 level or above)		3	--	Machine Tool Technology program electives		3-4
Manufacturing Technology Program Electives							
				Any MFG or MTT course not included in the program, or any of the following:			

CDT-102	Sketching & Problem Solving	66	3				
CDT-103	Computer-Aided Drafting I	66	3				
CDT-108A	Introduction to SolidWorks	66	3				
CDT-223	Inventor Fundamentals	66	3				
CDT-225	Advanced SolidWorks	66	3				
MET-170	Introduction to Manufacturing Processes	33	3				
MFG-103	Machining for Fabrication & Maintenance	66	3				
MFG-130	Basic Electricity I	33	3				
MFG-219	Robotics	66	3				
WLD-150	Welding Processes	88	4				
--	Other technical courses with departmental approval		4				
				--	Any MFG or MTT course not already included in the program		3-4
*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.							
Oregon Tech Transfer Courses							
The Industrial Technology Department, in partnership with Oregon Tech, offers a significant number of transferable classes into Oregon Tech's Manufacturing Engineering Technology degree program. For information contact the Industrial Technology Department, 503-594-3318.							
TOTAL CURRENT CREDITS:			94	TOTAL PROPOSED CREDITS:			98-101

College Contact	Industrial Technology Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/15/21



COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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College:	Clackamas Community College	Date	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Machine Tool Technology AAS				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> <i>OPTION</i> to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No Machine Tool Technology CC.MACHTECH	15.0613			<input checked="" type="checkbox"/> CC1R Related Certificate (45-60 credits)	50

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

LAST AMENDMENT APPROVED ON 01/24/20

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)


<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits: 52
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:		
<input type="checkbox"/> 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 20-21 [List entire curriculum as last approved]				PROPOSED CURRICULUM 21-22 [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
First Term							
MFG-104	Print Reading	24	2	MFG-104	Print Reading	33	3
MFG-107	Industrial Safety & First Aid	33	3				
MFG-111	Machine Tool Fundamentals I	198	9	REMOVE			
MTH-050*	Technical Mathematics I	44	4				
				MTT-111	Manual Machining I		5
				MTT-121	CNC I: Set-Up and Operation	66	3
Second Term							
MFG-105	Dimensional Inspection	28	2	REMOVE			
MFG-109 Or MFG-209	Computer Literacy for Technicians or Programming & Automation for Manufacturing	33	3	MFG-109	Computer Literacy for Technicians	33	3
MFG-112	Machine Tool Fundamentals II	198	9	REMOVE			
MTH-080	Technical Mathematics II	33	3				
				MTT-112	Manual Machine II		
				MTT-122	CNC II: Programming and Operation	88	4
				--	Human Relations requirement (see page 82)		3
Third Term							
MFG-106	Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing	33	3	REMOVE			
MFG-201	CNC I: Set-up and Operation	88	4	REMOVE			
MFG-280	Manufacturing Technology/CWE	72	2	REMOVE			
WR-101*	Communication Skills: Occupational Writing	33	3				
--	Human Relations requirement (see page 82)		3	Move to Term 2			
				MTT-113	Manual Machine III		5
				MTT-123	CNC III: Applied Programming and Operation	88	4

				MTT-141	CAD/CAM I	88	4
Catalog Notes							
*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.							
Oregon Tech Transfer Courses							
The Industrial Technology Department, in partnership with Oregon Tech, offers a significant number of transferable classes into Oregon Tech's Manufacturing Engineering Technology degree program. For information contact the Industrial Technology Department, 503-594-3318.							
TOTAL CURRENT CREDITS:				50	TOTAL PROPOSED CREDITS:		52

College Contact	Industrial Technology Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/15/21



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College:	Clackamas Community College	Date	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Machine Tool Technology AAS				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <u>Within</u> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No CNC Machining Technician – Career Pathway CC.CNCMACHTECH	15.0613			<input checked="" type="checkbox"/> Career Pathway (12-44)	24-26

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

LAST AMENDMENT APPROVED ON 01/19/18

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)


<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits: 18
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:	CNC Operator	
<input type="checkbox"/> SUSPENSION of Program	Reason for Suspension:	
Suspension Effective Date:		

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

CURRICULUM AMENDMENT

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

<i>CURRENT CURRICULUM 20-21</i> [List entire curriculum as last approved]				<i>PROPOSED CURRICULUM 21-22</i> [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
MFG-104	Print Reading	24	2	MFG-104	Print Reading	33	3
MFG-107	Industrial Safety & First Aid	33	3				
MFG-111	Machine Tool Fundamentals I	198	9	REMOVE			
MFG-201	CNC I: Set-up and Operation	88	4	REMOVE			
MTH-050	Technical Mathematics I	44	4				
--	CNC Machining Technician program elective		2-4	REMOVE			
				MTT-111	Manual Machining I	110	5
				MTT-121	CNC I: Set-Up and Operation	66	3
CNC Machining Technician Program Electives							
MFG-105	Dimensional Inspection	28	2	REMOVE			
MFG-106	Advanced Applied Geometric Dimensioning and Tolerancing for Manufacturing	33	3				
MFG-112	Machine Tool Fundamentals II	66	3				
MFG-202	CNC II: Programming & Operation	88	4				
MFG-204	Computer-Aided Manufacturing I	88	4				
WLD-150	Welding Processes	88	4				
TOTAL CURRENT CREDITS:			24-26	TOTAL PROPOSED CREDITS:			18

College Contact	Industrial Technology Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/15/21



COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

College:	Clackamas Community College	Date	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Renewable Energy Technology AAS				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <u>Within</u> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No Energy Systems Maintenance Technician – Career Pathway CC.ENSYSMAINTECH	15.0303			<input checked="" type="checkbox"/> Career Pathway (12-44)	24-26

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

LAST AMENDMENT APPROVED ON 01/19/18

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)


<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits: 25-27
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:		
<input type="checkbox"/> SUSPENSION of Program	Reason for Suspension:	
Suspension Effective Date:		

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

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 20-21 [List entire curriculum as last approved]				PROPOSED CURRICULUM 21-22 [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
EET-139	Principles of Troubleshooting I	33	2				
MFG-104	Print Reading	24	2	MFG-104	Print Reading	33	3
MFG-107	Industrial Safety & First Aid	33	3				
MFG-130	Basic Electricity I	33	3				
MTH-050	Technical Mathematics I	44	4				
RET-200	Renewable Energy Systems	44	4				
--	Energy Systems Maintenance Technician Program Electives		6-8				
Energy Systems Maintenance Technician Program Electives							
MET-170	Introduction to Manufacturing Processes	33	3				
MFG-103	Machining for Fabrication & Maintenance	66	3				
RET-209	Renewable Energy I: Energy Efficiency	66	3				
WLD-150 Or WLD-102	Welding Processes or Introduction to Welding	44-88	2-4				
TOTAL CURRENT CREDITS:			24-26	TOTAL PROPOSED CREDITS:			25-27

College Contact	Industrial Technology Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/15/21

April 16, 2021

Program	Implementation
Business AAS	2021/SU

Business AAS

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

Current

1. demonstrate an understanding of fundamental business concepts through the integration of the functional areas of business into a comprehensive plan;
2. interpret and present business-related financial information;
3. use Microsoft Office applications to create business documents, data files and presentations;
4. demonstrate the ability to communicate effectively;
5. identify effective human resource practices;
6. demonstrate an understanding of key legal concepts as they apply to business, e.g. torts, crimes, ethics, and contracts;
7. identify effective interpersonal strategies for individual and group situations.

Proposed

1. demonstrate an understanding of fundamental business concepts and explain how the functional areas of a business are integrated;
2. interpret and present basic business-related financial information;
3. demonstrate the ability to use a business computer system with Excel, Word, PowerPoint software to create business documents, data files and presentations;
4. demonstrate the ability to communicate effectively to deliver a tailored message to a targeted audience that appropriately uses the vocabulary of business;
5. demonstrate an understanding of key business legal and human resource practices;
6. identify effective interpersonal strategies and concepts, including influence, power, and leadership styles, for individual and group situations;
7. demonstrate the ability to research information, critically evaluate it, communicate it effectively, and use it to inform decision making.

April 16, 2021

Program	Implementation
Human Resource Management CC	2021/SU
Welding Technology AAS	2021/SU
Welding Technology CC	2021/SU



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College:	Clackamas Community College	Date	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title:				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Related Certificates: Human Resource Management Essentials CP				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <u>Within</u> AAS Degree? <input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No Human Resource Management CC.HUMANRESMNGT	52.1005			<input type="checkbox"/> CC1 (45-60 credits)	46-48

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


LAST AMENDMENT APPROVED ON 03.05.21

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> 45-47
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
Suspension Effective Date:		

CURRICULUM AMENDMENT

<i>CURRENT CURRICULUM 20-21</i>				<i>PROPOSED CURRICULUM 21-22</i>			
Course	Title	Hours	Credits	Number	Title	Hours	Credits
Human Resource Management Certificate							
Fall Term							
BA-101	Introduction to Business	44	4				
BA-104 Or MTH-065	Business Math or Algebra II	33- 44	3-4				
BA-131	Introduction to Business Computing	44	4				
WR-121	English Composition	44	4				
Winter Term							
BA-208	Employee and Labor Relations	44	4				
BA-224	Human Resource Management	44	4				
BA-250	Small Business Management	44	4	REMOVE			
BA-285	Human Relations in Business	44	4				
				BA-123	Leadership & Motivation	33	3
Spring Term							
BA-226	Business Law I	44	4				
BA-229	Employment Law	44	4				
BA-254	Basic Compensation & Benefits	44	4				
--	Human Resource Management Program Electives		3-4				
Catalog Notes							
Courses in this program can be applied to satisfy requirements in the Business AAS degree.							
Human Resource Management Program Electives							
Any BA/BT course not already included in the Human Resource program							
TOTAL CURRENT CREDITS:			46-48	TOTAL PROPOSED CREDITS:			45-47
College Contact	Michael Moiso			Telephone No.	3370		
E-Mail Address				Fax No.			
Chief Academic Officer or PTE Dean Signature					Date	3/22/21	



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	Current Credits
(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	6-digit CIP	7 th digit	8 th digit		
AAS Title: Welding Technology AAS.WELDINGTECH	48.0508			<input checked="" type="checkbox"/> AAS (90-108 credits)	98
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Related Certificates: Entry Level Welding Technician CP Welding Technology Certificate				<input type="checkbox"/> Certificate of Completion	

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

LAST AMENDMENT APPROVED ON 03/01/19

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		Proposed Total Credits: 94
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
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 20-21


[List entire curriculum as last approved]

PROPOSED CURRICULUM 21-22

[List only course(s) to be amended]

Course	Title	Hours	Credits	Course	Title	Hours	Credits
Welding Technology Associate of Applied Science Degree: 1 st Year							
First Term							
MFG-107	Industrial Safety & First Aid	33	3				
MTH-050*	Technical Mathematics I	44	4				
WLD-100	Welder's Print Reading I	33	3				
WLD-111 Or WLD-111A And WLD-111B	Shielded Metal Arc Welding (Stick)	176	8				
Second Term							
MFG-103	Machining for Fabrication & Maintenance	66	3				
MFG-109	Computer Literacy for Technicians	33	3				
WLD-113 Or WLD-113A And WLD-113B	Gas Metal Arc Welding/Flux Core Arc Welding (Wirefeed)	176	8				
WR-101*	Communication Skills: Occupational Writing	33	3				
Third Term							
WLD-110	Welder Certification	88	4				
WLD-115 Or WLD-115A And WLD-115B	Gas Tungsten Arc Welding (GTAW)	176	8				
WLD-280	Welding Technology/CWE	72	2	REMOVE			
--	Human Relations requirement (see page 82)		3				
Welding Technology Associate of Applied Science Degree: 2 nd Year							
Fourth Term							
MFG-221	Materials Science	66	3				
WLD-211	Advanced Shielded Metal Arc Welding	88	4				
WLD-250	Welding Fabrication I Beginning Project	88	4				

--*	General electives (any college level course)		3				
--	Welding Technology program elective		3				
Fifth Term							
WLD-200	Welder's Print Reading II	33	3				
WLD-210	Pipe Welding	88	4				
WLD-213	Advanced Gas Metal Arc Welding/Flux Core Arc Welding	88	4				
WLD-251	Welding Fabrication II Intermediate Project	88	4				
Sixth Term							
WLD-215	Advanced Gas Tungsten Arc Welding	88	4				
WLD-252	Welding Fabrication III Advanced Project	88	4				
WLD-280	Welding Technology/CWE	72	2	REMOVE			
--	Welding Technology program elective		4				
*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.							
Welding Technology Program Electives							
Any course with a WLD or MFG prefix not included in the Welding Technology Program or other technical course with approval.							
TOTAL CURRENT CREDITS:			98	TOTAL PROPOSED CREDITS:			94

College Contact	Industrial Technology Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/7/21



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	
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CAREER LEARNING AREA

<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION

<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code <small>(Include 7th & 8th digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Welding Technology AAS				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No Welding Technology CC.WELDINGTECH	48.0508			<input checked="" type="checkbox"/> CC1R Related Certificate (45-60 credits)	52

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

LAST AMENDMENT APPROVED ON 03/01/19

TYPE OF PROGRAM AMENDMENT


(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> 50
<i>Proposed AAS Title:</i>		
<i>Proposed OPTION Title:</i>		
<i>Proposed Certificate Title:</i>		
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
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.]

<i>CURRENT CURRICULUM 20-21</i>				<i>PROPOSED CURRICULUM 21-22</i>			
<small>[List entire curriculum as last approved]</small>				<small>[List only course(s) to be amended]</small>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
First Term							
MFG-107	Industrial Safety & First Aid	33	3				
MTH-050*	Technical Mathematics I	44	4				
WLD-100	Welder's Print Reading I	33	3				
WLD-111 Or WLD-111A And WLD-111B	Shielded Metal Arc Welding (Stick)	176	8				
Second Term							
MFG-103	Machining for Fabrication & Maintenance	66	3				
MFG-109	Computer Literacy for Technicians	33	3				
WLD-113 Or WLD-113A And WLD-113B	Gas Metal Arc Welding/Flux Core Arc Welding (Wirefeed)	176	8				
WR-101*	Communication Skills: Occupational Writing	33	3				
Third Term							
WLD-110	Welder Certification	88	4				
WLD-115 Or WLD-115A And WLD-115B	Gas Tungsten Arc Welding (GTAW)	176	8				
WLD-280	Welding Technology/CWE	72	2	REMOVE			
--	Human Relations requirement (see page 82)		3				
<p>*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.</p>							
TOTAL CURRENT CREDITS:			52	TOTAL PROPOSED CREDITS:			50

College Contact	IDTD Department	Telephone No.	3318
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 4/7/21



Curriculum Committee Charter

Mission

The Clackamas Community College Curriculum Committee supports faculty in the development and implementation of high-quality curriculum that is accessible to all students, adaptable to changing needs, and accountable to the community by facilitating faculty collaboration and ownership of the curriculum and providing a venue for faculty to establish curricula and improve instructional programs.

Purpose

In supporting the mission of the College, the Curriculum Committee oversees the quality and content of course outlines and transfer and non-transfer degree and certificate requirements in accordance with the policies and guidelines of the Northwest Commission of Colleges and Universities (NWCCU) and other relevant agencies. The committee provides guidance, advocacy, and oversight for curricular issues that are cross-departmental or institutional in scope and impact. This includes, but is not limited to, new courses, revisions to existing courses, transferability, general education and related instruction issues, and new and revised programs.

Scope

The committee is tasked with the following responsibilities:

1. Provide oversight of all new or changed course outlines and program proposals to ensure that academic standards are maintained.
 - a. Review and evaluate course outlines to assure that they are well developed, clear and complete, meet state guidelines, conform to CCC standards, satisfy transferability requirements (if any), and that supporting documents adequately supplement the proposal;
 - b. Assure that general education outcomes on course mapping documents are clearly and appropriately addressed in the student learning outcomes, and that state approved criteria are reflected in the course outlines to which the mapping documents are attached;
 - c. For courses identified as meeting Related Instruction through embedded content, ensure that course outlines clearly address the student learning outcomes relevant to the Related Instruction area;
 - d. Make recommendations to assist individuals and departments/areas to strengthen their course outlines and program proposals.
2. Evaluate the impact of curriculum proposals on the College to assure that the curriculum offered is complementary and integrated.
 - a. Assure that overlap with existing courses, impacts on other divisions, departments/areas, courses, programs, college services, and pre/co-requisites have been addressed.
3. Approve or disapprove new or changed course outlines and programs, recommend quality and conformance to best curricular practice throughout the College.
4. Establish, review and revise procedures and guidelines as needed to assure quality and conformance to best curricular practice throughout the College.

Membership

1. Ex Officio positions
 - a. Director, Curriculum Office (non-voting)
 - b. Curriculum and Scheduling Specialist (non-voting)
 - c. Vice President, INSS
 - d. Dean, IEP
 - e. Center for Teaching and Learning Representative
 - f. ASG Student Representative
 - g. Dean, AFAC
 - h. Financial Aid Representative
 - i. Graduation Services Representative
 - j. Director, Student Academic Support Services
 - k. Dean, Arts and Sciences
 - l. Associate Dean, Arts and Sciences
 - m. Dean, TAPS
 - n. Associate Dean, TAPS

2. Regular faculty positions
 - a. Faculty (full-time or part-time) from each division are appointed by their dean. We value diverse representation from each division.
 - b. Regular members serve three-year terms.
 - c. Divisions may choose to retain a current representative longer than one three-year cycle.

3. Chair
 - a. The committee is chaired by a full-time faculty member.
 - b. In the current chair's final term (usually Spring), a call will be put out for faculty members of the committee to nominate a new chairperson.
 - c. After nominations, all members vote on the new chair.
 - d. Chair serves a two-year term.

Subcommittees

1. AFAC Review Team
2. Arts and Sciences Review Team
3. TAPS Review Team
4. Related Instruction Sub-Committee
5. General Education Sub-Committee

Voting Guidelines

1. All members of the committee other than the curriculum office representatives are eligible to vote on every item, including items that they introduce and present.
2. Visitors abstain from voting unless requested by the chair of the committee or a quorum of members.
3. Any voting member can motion for an agenda item to be considered for vote. This vote may be pushed out up to 3 future meetings. At that time, it may be decided, or tabled further by a quorum vote.
4. A quorum of at least 1/3 of the voting members, with more than half of those being faculty members, must be present in order for a vote to take place.

Last Approved 03.05.2021

Additional Documents

The *Course Revision Guidebook* and other checklists, flowcharts, and process documents can be found on the committee page <http://webappsrv.clackamas.edu/committees/CC/>.

Relationship to Other Committees

The Curriculum Committee works with the Curriculum Office, Instructional Standards & Procedures (ISP) Committee, the Assessment Committee and other college entities as necessary.

Definitions

Please see <http://handbook.ccwwebforms.net/handbook/glossary> for a list of terms commonly used in committee discussions.

Committee Member Expectations/Commitment

In addition to attending meetings, members of the Curriculum Committee are expected to:

- Review Curriculum Committee process documents and Course Outline Review Guidebook
- Review meeting agenda and bring questions/comments to share at the meeting
- Participate on appropriate divisional review team
- Participate as needed on other subcommittees
- Act as the curriculum committee representative/liaison within their individual department/area

Meeting Schedule

The Curriculum Committee meets the first and third Friday of each month of Fall, Winter, and Spring terms, from 8-9:30am.

Curriculum Committee Membership 21-22

vacant
sabbatical

Curriculum Committee/Curriculum Office

Member	Committee Role	Ending Term	Term Cycle
Scot Pruyn	Chair	2021/SP	2-year
Alice Lewis	Alternate 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	Center for Teaching and Learning Representative	Ex-Officio	Permanent
Rotates	ASG Student Representative	Ex-Officio	Permanent
	Library	2021/SP	3-year

Academic Foundations and Connections (AFAC)

Member	Committee Role	Ending Term	Term Cycle
Tara Sprehe	Dean, AFAC	Ex-Officio	Permanent
Terrie Sanne	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
Andrea Vergun	Basic Skills Development & ESL	2022/SP	3-year
Amanda Coffey	English	2024/SP	3-year
Tracy Nelson	Health/Physical Education; Interim Review Team Lead	2021/SP	3-year
Scot Pruyn	Math	2021/SP	3-year
Casey Sims	Faculty-At-Large	2023/SP	3-year

Arts & Sciences

Member	Committee Role	Ending Term	Term Cycle
Sue Goff	Dean, Arts & Sciences	Ex-Officio	Permanent
Lisa Reynolds	Associate Dean, Arts & Sciences; Review Team Lead	Ex-Officio	Permanent
Nora Brodnicki*	Art, Comm, Theatre, Journalism, World Lang, Music	2023/SP	3-year
George Burgess	Faculty-At-Large	2023/SP	3-year
Rick Carino	Computer Science	2023/SP	3-year
Patricia McFarland**	Faculty-At-Large	2021/SP	3-Year
Jim Wentworth-Plato	Horticulture	2023/SP	3-year
Eden Francis	Sciences and Engineering	2022/SP	3-year
Kerrie Hughes	Faculty-At-Large	2023/SP	3-year
Alice Lewis	Faculty-At-Large	2022/SP	3-year
Charles Siegfried	Part-Time Faculty	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
Sharron Furno	Education, Human Services, Criminal Justice/Public Services	2023/SP	3-year
Mike Mattson	Industrial Technology	2021/SP	3-year
Helen Wand	Nursing, Allied Health/Part-Time Faculty	2021/SP	3-year
Jeff Ennenga	Wilsonville, Apprenticeship, Fire, Emergency	2023/SP	3-year
	Faculty-At-Large	2021/SP	3-year
	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
Casey Sims	2023/SP

2020-2021 Sabbaticals

*Nora Brodnicki 2021/SP

**Patricia McFarland 2021/SP