

	<b>Presenter</b>	<b>Action</b>
<b>1. Welcome and Introductions</b>	<b>Chair</b>	
<b>2. Approval of Minutes</b>	<b>Chair</b>	Approval
<b>3. Consent Agenda</b> a. Course Number Changes b. Course Title Change c. Reviewed Outlines for Approval	<b>Chair</b>	Approval
<b>4. Course and Program Approvals</b> a. <b>Program Amendments</b> a. AS, Horticulture, OSU b. AA Degree, Oregon Transfer Elementary Education c. Career & Technical Education (CTE) Licensure Prep CC d. Electrician Apprenticeship Technologies AAS e. Medical Assistant CC b. <b>Related Instruction</b> a. BT-125	<b>April Chastain</b> <b>Laurette Scott</b> <b>Laurette Scott</b> <b>Shalee Hodgson</b> <b>Virginia Chambers</b> <b>Related</b> <b>Instruction Review</b> <b>Team</b>	Approval/22.SU Approval/22.SU Approval/22.SU Approval/22.SU Approval/22.SU Aprpoval/22.SU
<b>5. Old Business</b> a.		
<b>6. New Business</b> a. Arts and Sciences Review Team Lead	<b>Chair</b>	Discussion
<b>7. Closing Comments</b> a.		

**Present:** Dustin Bare, Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Jeff Ennenga, Megan Feagles (Recorder), Sharron Furno, Sue Goff, Dawn Hendricks, Shalee Hodgson, Kerrie Hughes (Alternate Chair), Jason Kovac, Lupe Martinez, Mike Mattson, Patricia McFarland, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Terrie Sanne, Charles Siegfried, Sarah Steidl, Andrea Vergun, Jim Wentworth-Plato

**Guests:** Bev Forney, Laurette Scott

**Absent:** ASG, George Burgess, Eden Francis, Kara Leonard, Alice Lewis, David Plotkin, Tara Sprehe, Dru Urbassik, Helen Wand

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**1. Welcome & Introductions**

**2. Approval of Minutes**

- a. Approval of the January 21, 2022 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. Business Changes**

Bev Forney presented

- i. New Course: BT-174
  - 1. Will replace BT-172, which only covers one aspect of the current digital tools that business professional should be prepared to use. BT-174 will cover Outlook and other Office communication tools.
- ii. Course Inactivation: BT-172
  - 1. Being replaced by BT-174
- iii. Program Amendments
  - 1. Administrative Professional AAS
    - a. Removed BT-172. Added BA-230 and BT-174
  - 2. Administrative Assistant CC
    - a. Removed BT-172 and electives. Added BA-230 and BT-174
  - 3. Administrative Assistant Training CC
    - a. Removed BT-172 and electives. Added BA-230 and BT-174
    - b. Total credits change from 26 to 30
  - 4. Integrated Marketing & Promotion CC
    - a. Added BA-230
    - b. Total credits change from 16 to 20
  - 5. Marketing CC
    - a. Removed BA-156. Added BA-230
    - b. Total credits change from 46 to 47

*Motion to approve, approved*

**b. Program Learning Outcomes**

- i. AAOT Elementary Education
  - 1. Laurette Scott presented
  - 2. Agreed on by the community colleges and university partners.

**c. Course Reactivations**

- i. FRP-295
  - 1. Jeff Ennenga presented
  - 2. Has been taught as a workshop. This is the credit version.

*Motion to approve, approved*

d. **Course Hours/Credits Changes**

- i. CDT-130
  1. Mike Mattson presented
  2. Mike would like to hold off this request for now.

e. **Nursing (RN) AAS Amendment**

1. Megan Feagles presented for Health Sciences
2. Removing NUR-217 and NUR-218 from the electives since they haven't been offered in 3 or more years. No other changes.

*Motion to approve, approved*

f. **AS, English, PSU Amendment**

- Amanda Coffey presented
- i. Replaced specific course choices with full list of electives.
  - ii. It was noted that it would be helpful to students for one of the math courses listed to be marked as "recommended".
  - iii. Total credits change from 93-94 to 95-99

*Motion to approve, approved*

g. **Computer Science Amendments**

- Rick Carino presented
1. Computer & Network Administration AAS
    - a. Removed CS-160 and CS-289 and added in electives. Removed BA-131 from electives
  2. Computer & Network Administration CC
    - a. Removed CS-160, added in electives
    - b. Total credits change from 53-55 to 52-55
  3. Computer Application Specialist CC
    - a. Removed CS-160, added in electives
    - b. Total credits change from 53-54 to 52-54
  4. Web Design & Development AAS
    - a. Removed CS-160 and CS-289 and added in electives. Removed BA-131 from electives
  5. Web Design CC
    - a. Removed CS-160, added in electives

*Motion to approve, approved*

5. **Old Business**

- a. CourseLeaf Update
  - i. Megan Feagles presented
  - ii. Starting weekly meetings next week to start testing our course forms. Pulling a larger group together in April or May to go over the forms.

6. **New Business**

- a.

7. **Closing Comments**

- a.

*-Meeting Adjourned-*

**Next Meeting: February 18, 2022 (8-9:30am)**

### 1. Course Title Change

Course	Current Title	Proposed Title

### 2. Course Number Change

Course	Title	Proposed Course Number

### 3. Outlines Reviewed for Approval

Course	Title	Implementation
ED-220	Introduction to CTE in Oregon	2022/SP
FYE-101ES	Experiencia de Primer Año (First Year Experience en español)	2022/SP
HOR-120	Pesticide Laws & Safety	2022/SP

**Clackamas Community College**  
Online Course/Outline Submission System

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Show changes since last approval in red               
  

**Section #1 General Course Information**

**Department:** EHCJ

**Submitter**

First Name: Laurette  
Last Name: Scott  
Phone: 3840  
Email: Laurette

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**Course Prefix and Number:** ED - 220

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**# 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.

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**Course Title:** Introduction to CTE in Oregon

**Course Description:**

Provides an introduction to the field of Career and Technical Education (CTE) in Oregon. Examines the historical and legislative foundations of CTE in the United States. Discusses the role of special populations in CTE programs. Provides an overview of high quality CTE programs, CTE licensure preparation, and student organizations. Addresses current trends and issues in the field.

---

**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):** CTE Licensure Prep 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 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. summarize the historical and major legislative development of career and technical education (CTE) in the public school system in the United States;
2. develop strategies to address the needs of special populations in CTE,
3. describe high quality CTE programs, CTE licensure preparation, and Career Technical Student Organizations (CTSOs);
4. identify and analyze current issues impacting CTE.

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

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**Major Topic Outline:**

1. What is CTE?
2. Foundations and Factors Influencing CTE Development in the U.S.
3. Legislation and CTE
4. Special Needs Populations in CTE
5. Underrepresented Students and Equity in CTE
6. CTE Programs and Teachers
7. CTE Student Organizations
8. Globalization and CTE
9. Issues and Trends in CTE
10. CTE Agents of Growth

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

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

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)**

**OSU (Oregon State University)**

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

Intro to CTE in Oregon-OSU  
Intro to Teaching and CTE-EOU

How does it transfer? (Check all that apply)

**other (provide details):** Required for CTE Licensure

First term to be offered:

**Specify term:** Fall 2022

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**Clackamas Community College**  
Online Course/Outline Submission System

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Show changes since last approval in red                  
   

**Section #1 General Course Information**

**Department:** Counseling

**Submitter**

First Name: Guadalupe

Last Name: Martinez

Phone: 3185

Email: lupem

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**Course Prefix and Number:** FYE - 101ES

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**# 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.

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**Course Title:** Experiencia de Primer Año (First Year Experience en español)

**Course Description:**

Este es el primer curso en la serie de 3 clases diseñadas para ayudar a los estudiantes novatos o que inician apenas su trayectoria estudiantil, con el ajuste a un plantel nuevo, a conectar con otros alumnos, a entender las expectativas del sistema estudiantil, y a familiarizarse con la fuente de servicios al alcance del estudiante. First Year Experience (Experiencia de Primer Año) está diseñada para preparar a los estudiantes a entablar nexos entre estudiante y profesorado, y con el desarrollo de prácticas exitosas para concluir clases y continuar con el estudio hasta la culminación de metas académicas.

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**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):** ECE (Early Childhood Education)

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: No**

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.

**Yes**

Course Number: FYE-101 Title: First Year Experience

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:

Acontecimientos de aprendizaje (Student Learning Outcomes)

Al completar este curso los estudiantes deben poder lograr:

1. completar trabajos del curso usando las plataformas Moodle y MyClackamas;
2. demostrar elementos de planificación estudiantil comprensiva incluyéndose el desarrollo de un plan académico y use de Self-Service;
3. demostrar auto-reflexión en la evaluación de su avance académico;
4. exhibir prácticas de estudiantes con éxito incluyéndose la auto conciencia y conciencia social, la participación en la comunidad académica, y el uso de servicios y recursos estudiantiles;
5. asistir a eventos o actividades del plantel que conduzcan a un mayor entendimiento del plantel y el enlace con miembros de la comunidad del plantel

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

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Major Topic Outline:

Desglose de Temas Principales:

1. Acoplamiento al ambiente estudiantil
2. Autogestionamiento y gestión de tiempo
3. Fijación de metas
4. Autoeficacia y conciencia social
5. Planificación académica
6. Biblioteca y recursos estudiantiles
7. Manejo del estrés

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

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

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)

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

UGST 101 - University of Oregon (in English)  
UnSt 194 College Success Topics - PSU (in English)

How does it transfer? (Check all that apply)

**general elective**

:

First term to be offered:

**Next available term after approval**

:

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**Clackamas Community College**  
Online Course/Outline Submission System

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Show changes since last approval in red               
  

**Section #1 General Course Information**

**Department:** Horticulture

**Submitter**

First Name: **April**  
Last Name: **Chastain**  
Phone:        **3055**  
Email:        **april.chastain**

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**Course Prefix and Number:** HOR - 120

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**# Credits:** 1

**Contact hours**

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

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.

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**Course Title:** Pesticide Laws & Safety

**Course Description:**

**This course engages students with the laws, regulations, and best management practices used to control pests, weeds, and diseases. Focus on applicator safety, environmental protection, and storage and handling requirements. Prepares students to sit for the Oregon Pesticide Laws & Safety exam.**

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**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):** Horticulture AAS & Certificate, Landscape AAS & Certificate, Organic Farming certif, Plant Health Care Career Pathway Certif.

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: 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 safe and proper pesticide transportation, storage, application, clean-up, and disposal;
2. discuss and access current state and federal laws, regulations, and record keeping requirements;
3. recognize and choose appropriate chemical control methods for weed, disease and insect pests based on site factors;
4. describe the components of Integrated Pest Management (IPM).

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

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**Major Topic Outline:**

1. Compare and interpret product labels and safety data sheets
2. Choosing proper Personal Protective Equipment (PPE)
3. Chemical toxicity and First aid
4. Federal and state laws, regulations, and record keeping requirements
5. Site and environmental considerations
6. Integrated Pest Management (IPM)
7. Safe chemical transportation, storage, application and disposal
8. Common chemical controls for weeds, diseases and insects

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

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

Percent of course: 0%

**First term to be offered:**

**Specify term:** spring 2022

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Program	Implementation
AS, Horticulture, OSU	2022/SU
AA Degree, Oregon Transfer Elementary Education	2022/SU
Career & Technical Education (CTE) Licensure Prep CC	2022/SU
Electrician Apprenticeship Technologies AAS	2022/SU
Medical Assistant CC	2022/SU





## COMMUNITY COLLEGE ASSOCIATE OF SCIENCE AREA OF EMPHASIS AMENDMENT FORM

This form should be completed electronically and the boxes will expand to accommodate text.

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

PROGRAM INFORMATION					
<i>APPROVED</i> Program Title	<i>APPROVED</i> CIP Code <small>(Include 7<sup>th</sup> &amp; 8<sup>th</sup> digits used for OCCURS reporting.)</small>			<i>APPROVED</i> Recognition Award	Current Credits
	<i>6-digit CIP</i>	<i>7<sup>th</sup> digit</i>	<i>8<sup>th</sup> digit</i>		
<b>AS Area of Emphasis Title: Horticulture</b> AS.OSUGENHORT				<b>Associate of Applied Science Area of Emphasis</b>	<b>98-100</b>
<b>Partnering Institution Name Oregon State University</b>					

Last amendment approved on 02.17.17


TYPE OF PROGRAM AMENDMENT <small>(Check ALL That Apply)</small>		
<input type="checkbox"/> <b>New Agreement</b>	<input type="checkbox"/> <b>Curriculum Revision</b>	<input type="checkbox"/> <b>Revision in Program Credits</b>
		<i>Proposed Total Credits:</i> <b>93-97</b>
<input type="checkbox"/> <b>SUSPENSION of Program</b>	<i>Reason for Suspension:</i>	
<b>Suspension Effective Date:</b>		

## CURRICULUM AMENDMENT

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

<b>CURRENT CURRICULUM 21-22</b> [List entire curriculum as last approved]				<b>PROPOSED CURRICULUM 22-23</b> [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
<b>Program Requirements – First Year</b>							
<b>Fall Term</b>							
CH-221	General Chemistry	77	5				
HOR-226*	Plant Identification/Fall	44	4				
WR-121	English Composition	44	4				
--	Horticulture Production & Management electives		3	--	Horticulture Production & Management electives		2-3
<b>Winter Term</b>							
BA-177 or BA-223 or BA-250 or BA-251	Payroll Accounting or Principles of Marketing or Small Business Management or Supervisory Management		3-4	REMOVE			
CH-222	General Chemistry	77	5				
WR-122 Or WR-227	English Composition or Technical Report Writing	44	4				
--	Horticulture Production & Management electives		3	--	Horticulture Production & Management electives		2-3
				MTH-111	College Algebra	55	5
<b>Spring Term</b>							
CH-223	General Chemistry	77	5				
HOR-112	Horticulture Career Exploration	24	2				
HOR-228*	Plant Identification/Spring	44	4				
HPE-295	Health & Fitness for Life	60	3				
--	Horticulture Production & Management electives		3	--	Horticulture Production & Management electives		2-3
<b>Program Requirements – Second Year</b>							
<b>Fall Term</b>							
BI-211	General Biology for Science Majors (Cellular Biology)	77	5				
SPN-101	First-Year Spanish I	44	4	REMOVE			
ART-204 or ART-205 or ART-206 or ENG-104 or ENG-105 or ENG-106 or MUS-105	History of Art/Ancient Through Medieval or History of Art/Romanesque Through Baroque or History of Art/Enlightenment Through Contemporary or Introduction to Literature: Fiction or Introduction to Literature: Drama or Introduction to Literature: Poetry or Music Appreciation	33-44	3-4	REMOVE			
HST-201 or HST-202 or HST-203	History of the United States or History of the United States or History of the United States	44	4	REMOVE			

or SOC-225	or Social Problems						
				--	Difference, Power, & Discrimination electives		4
				--	Literature and the Arts electives		3-4
<b>Winter Term</b>							
BI-212	General Biology for Science Majors (Animal Biology)	77	5				
MTH-112	Trigonometry and Pre-Calculus	55	5				
ANT-231 or GEO-110 or R-101 or R-102 or R-103	Native Americans of the Pacific Northwest or Cultural & Human Geography or Judaism and Foundations of Religion or Christianity and Islam or Asian Religions	44	4	REMOVE			
EC-201 or PS-201 or SOC-206	Principles of Economics: MICRO or American Government and Politics or Institutions & Social Change	44	4	REMOVE			
				--	Cultural Diversity electives		4
				--	Social Processes and Institutions electives		4
<b>Spring Term</b>							
BI-213	General Biology for Science Majors (Plant Biology & Ecology)	77	5				
COMM-111 or COMM-218	Public Speaking or Interpersonal Communication	44	4				
HST-103 or PHL-102	History of Western Civilization or Ethics	44	4	REMOVE			
HOR-215	Herbaceous Perennials	44	3				
				--	Western Culture electives		4
<b>Cultural Diversity Electives**</b>							
				ENG-213	U.S. Latino Literature	44	4
				GEO-110	Cultural & Human Geography	44	4
				R-101	Judaism and Foundations of Religion	44	4
				R-102	Christianity and Islam	44	4
				R-103	Asian Religions	44	4
<b>Difference, Power, and Discrimination Electives**</b>							
				HST-201	History of the United States	44	4
				HST-202	History of the United States	44	4
				HST-203	History of the United States	44	4
				SOC-225	Social Problems	44	4
<b>Literature and the Arts Electives**</b>							
				ART-204	History of Art/Ancient Through Medieval	44	4
				ART-205	History of Art/Romanesque Through Baroque	44	4
				ART-206	History of Art/Enlightenment Through Contemporary	44	4

				ENG-104	Introduction to Literature: Fiction	44	4
				ENG-105	Introduction to Literature: Drama	44	4
				ENG-106	Introduction to Literature: Poetry	44	4
				MUS-105	Music Appreciation	33	3
<b>Social Processes and Institutions Electives**</b>							
				EC-201	Principles of Economics: MICRO	44	4
				HST-103	History of Western Civilization	44	4
				PHL-102	Ethics	44	4
				PS-201	American Government and Politics	44	4
				PS-205	International Relations	44	4
				PSY-200	Introduction to Psychology: Part 1	44	4
				SOC-206	Institutions & Social Change	44	4
<b>Western Culture Electives**</b>							
				ART-204	History of Art/Ancient Through Medieval	44	4
				ART-205	History of Art/Romanesque Through Baroque	44	4
				ART-206	History of Art/Enlightenment Through Contemporary	44	4
				PHL-102	Ethics	44	4
<b>Horticulture Production &amp; Management Electives</b>							
HOR-122	Greenhouse I	44	3	<b>REMOVE</b>			
HOR-123	Landscape Maintenance	44	3				
HOR-124	Food Harvest	44	3				
HOR-131	Tree & Shrub Pruning	44	3	<b>REMOVE</b>			
HOR-220	Plant Propagation/Fall	44	3	<b>REMOVE</b>			
HOR-224	Landscape Installation	44	3				
HOR-225	Arboriculture I	33	3				
HOR-231	Irrigation Design	44	3				
HOR-236	Insect Identification	20	2				
HOR-237	Disease Identification	20	2				
HOR-240	Irrigation Practices	44	3				
HOR-246	Organic Farming and Gardening	44	2				
<b>Catalog Notes</b>							
*HOR-227 may be substituted for HOR-226 or HOR-228. See Horticulture advisor for other possible substitutions							
				**OSU requires students to complete one course in each category with no more than two courses in the same subject. Other options available post-transfer. Work with OSU advisor for course selection.			
<b>TOTAL CURRENT CREDITS:</b>			98-100	<b>TOTAL PROPOSED CREDITS:</b>			93-97
<b>College Contact</b>					<b>Telephone No.</b>		
<b>E-Mail Address</b>					<b>Fax No.</b>		
<b>Chief Academic Officer or CTE Dean Signature</b>					<b>Date</b>	2/10/22	

## AA.OTELEMED

### Associate of Arts Oregon Transfer Degree (AAOT) - Elementary Education

#### Requirements

#### Courses

*Choose from the following courses to meet degree requirements.  
All courses must be passed with a C or better.*

Writing 8 credits, information literacy will be included in the Writing Requirement.	<b>WR-121 &amp; 122</b>
Oral Communication - 1 course	<b>COMM-111</b>
Mathematics - 3 courses	<b>MTH-211, 212, and 213</b>
Health at least 3 credits.	<b>HPE-295</b>
<b>GENERAL EDUCATION DISTRIBUTION AREA</b>  Arts & Letters <ul style="list-style-type: none"> <li>• 3 courses from 2 or more disciplines.</li> <li>• Each course must be at least 3 credits.</li> </ul>	<b>ENG-104, 105 or 106</b> and <b>ART-115 or 131</b> and <b>1 course from the following:</b> (200-level world languages recommended)  <b>ART-101, 115, 117, 131, 204*, 205*, 206*, 232, 233, 250, 251, 252, 253, 254, 255, 257, 281, 282, 283, 284, 285, 286, 291, 292, 293</b> <b>ASL-201*, 202*, 203*</b> <b>BA-130</b> <b>COMM-112, 126*, 140*, 212, 218*, 219*, 227</b> <b>ENG-104, 105, 106, 107*, 108*, 109*, 116, 121, 130, 194, 195, 201, 202, 204, 205, 213*, 218, 226, 240*, 241*, 250*, 251*, 252*, 253, 254, 255, 260, 261*, 270, 271*, 272*, 273*, 295*, 296</b> <b>FR-201*, 202*, 203*</b> <b>HUM-235*, 237*, 240*, 241*, 242*</b> <b>J-211, 216</b> <b>MUS-105, 111, 112, 113, 205, 206*, 211, 212, 213</b> <b>PHL-101*, 102*, 103*, 205*, 210*, 213*, 216*</b> <b>R-101*, 102*, 103*, 204*, 210*, 211*, 212*</b> <b>SPN-201*, 202*, 203*</b> <b>SSC-237*</b> <b>TA-101, 102, 103, 111, 122, 123, 141, 142, 143, 153</b> <b>WR-240, 241*, 242, 243, 244*, 245, 247, 248, 262, 263, 265, 270</b> <b>WS-101*</b>
<b>GENERAL EDUCATION DISTRIBUTION AREA</b>  Social Science <ul style="list-style-type: none"> <li>• 4 courses from 2 or more disciplines.</li> <li>• Each course must be at least 3 credits.</li> </ul>	<b>HST-201*, 202*, or 203*</b> and <b>ANT-103* or GEO-110*</b> and <b>PS-201</b> and <b>PSY-200, 205*, or 215</b>

<p><b>GENERAL EDUCATION DISTRIBUTION AREA</b></p> <p>Science/Math/Computer Science</p> <ul style="list-style-type: none"> <li>• 3 courses</li> <li>• Each course must be at least 4 credits</li> </ul>	<p>BI-101, 102 or 103 and G-101, 102, or 103 and GS-104, 105, 106 or any of the following AAOT science lab courses:</p> <p>ASC-175, 176, 177 BI-101, 102, 103, 112, 160L, 165CL, 165D, 175, 176, 177, 204, 211, 212, 213, 231, 232, 233, 234 CH-104, 105, 106, 112, 114, 221, 222, 223 ESR-171, 172, 173 G-101, 102, 103, 148, 201, 202, 203 GS-104, 105, 106, 107 PH-121, 122, 123, 201, 202, 203, 211, 212, 213 Z-201, 202, 203</p>
<p>Cultural Literacy - 1 course</p>	<p>Courses meeting this requirement are noted with an asterisk* ( from distribution lists)</p>
<p><b>Elementary Education Specific Requirements</b></p> <p><b>5 courses</b></p> <p>Each public university will accept at least 3 out of the 5 courses as meeting major requirements. One of those 3 must be ED-216.</p>	<p>ED-169, 216, 229, 258, and 101 or 280</p>
<p>Elective Courses</p> <p>Any college-level course that would bring total credits to 90 credits.</p>	<p>Recommended Courses: ED-150 or ECE prefixed courses</p> <p>Other courses numbered 100 or above may be used in this area, which may include up to 12 credits of career technical courses. Please refer to Elective Course List for AAOT, ASOT-Business, and ASOT-Computer Science, pages 160-161, for a listing of courses that may be included.</p>

See course descriptions, pages 162-260, for course requisites.

Note: No course may be used to satisfy more than one requirement or distribution area.



## COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

**This form should be completed electronically and the boxes will expand to accommodate text.**

Current instructions, forms, handouts and other useful resources are located at

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

<b>College:</b>	Clackamas Community College	<b>Date</b>	
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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 checked="" 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 <a href="http://www.ode.state.or.us/search/results/?id=232">http://www.ode.state.or.us/search/results/?id=232</a>)</small>	<u>APPROVED</u> CIP Code <small>(Include 7<sup>th</sup> &amp; 8<sup>th</sup> digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7<sup>th</sup> digit</u>	<u>8<sup>th</sup> digit</u>		
<b>AAS Title:</b>				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
<b>Option Title**</b>				<input type="checkbox"/> OPTION to AAS Degree	
<b>Certificate Title:</b> <i>Within</i> AAS Degree? <input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No <b>Career &amp; Technical Education (CTE) Licensure Prep</b> CC.CTEPREP	<b>13.0101</b>	<b>L</b>	<b>*</b>	<input checked="" type="checkbox"/> CC (12-30 credits)	<b>28</b>

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

LAST AMENDMENT APPROVED ON 12.04.20


### TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input checked="" type="checkbox"/> Curriculum Revision	<input 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>	
<b>Suspension Effective Date:</b>		

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

<b>CURRICULUM AMENDMENT</b>							
[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping. For a New Program, complete the Proposed Curriculum section only.]							
<b>CURRENT CURRICULUM 21-22</b> [List entire curriculum as last approved]				<b>PROPOSED CURRICULUM 22-23</b> [List only course(s) to be amended]			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
<b>Fall Term</b>							
ED-130	Comprehensive Classroom Management	33	3				
ED-220	Introduction to CTE in Oregon	33	3				
				ED-113 Or ED-114	Instructional Strategies for Literacy Or Instructional Strategies for Math	33	3
<b>Winter Term</b>							
ED-216	Foundations of Teaching & Education	44	4				
ED-229	Learning & Development	33	3				
**ED-169 Or ED-254	Overview of Students with Special Needs Or Instructional Strategies for Dual Language Learners	33	3	REMOVE			
				ED-131	Instructional Strategies	33	3
<b>Spring Term</b>							
ED-131	Instructional Strategies	33	3	Move to Winter Term			
ED-258	Multicultural Education	33	3				
ED-280	Practicum/CWE	216	6				
<b>Notes</b>							
Proof of College (100) level English/Language Arts and Math credits is required for licensure							
Completion of ED-113 or ED-114 is required for the Restricted CTE License				REMOVE			
**Completion of both ED-169 and ED-254 is highly recommended for licensure				Completion of both ED-169 and ED-254 is highly recommended for licensure			
				All courses must be passed with a C or better			
<b>TOTAL CURRENT CREDITS:</b>			28	<b>TOTAL PROPOSED CREDITS:</b>			

<b>College Contact</b>	Laurette Scott	<b>Telephone No.</b>	3840
<b>E-Mail Address</b>		<b>Fax No.</b>	
<b>Chief Academic Officer or PTE Dean Signature</b>			<b>Date</b> 2/7/22





## 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>

<b>College:</b>	Clackamas Community College	<b>Date</b>			
<b>CAREER LEARNING AREA</b>					
<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 checked="" type="checkbox"/> Industrial & Engineering Systems				
<b>PROGRAM INFORMATION</b>					
<i>APPROVED</i> Program Title  <small>(For Official Program Title, refer to your directory at <a href="http://www.ode.state.or.us/search/results/?id=232">http://www.ode.state.or.us/search/results/?id=232</a>)</small>	<i>APPROVED</i> CIP Code <small>(Include 7<sup>th</sup> &amp; 8<sup>th</sup> digits used for OCCURS reporting.)</small>			<i>APPROVED</i> Recognition Award	Current Credits
	<u>6-digit CIP</u>	<u>7<sup>th</sup> digit</u>	<u>8<sup>th</sup> digit</u>		
<b>Parent Program</b> <b>Electrician Apprenticeship Technologies SAAS</b>	46.0301	I	*	<input type="checkbox"/> Statewide AAS (90-108 credits)	90-102
<b>Apprenticeship Area:</b> Inside Electrician (IE) Limited Energy (LE) Lineman (UL) Meterman (UM) Wireman (UW) Limited Maintenance Electrician (LME) Line Estimator (UE)	AAS.ELECTRICIANIE AAS.ELECTRICIANLE AAS.ELECTRICIANUL AAS.ELECTRICIANUM AAS.ELECTRICIANUW AAS.ELECTRICIANLME AAS.ELECTRICIANUE			<input type="checkbox"/>	
<b>Related Certificates:</b> Limited License Electrician Apprenticeship Technologies SCPC				<input type="checkbox"/>	

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

Last amendment approved on 1/15/21

### TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

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

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


## CURRICULUM AMENDMENT

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

<b><i>CURRENT CURRICULUM 21-22</i></b> [List entire curriculum as last approved]				<b><i>PROPOSED CURRICULUM 22-23</i></b> [List only course(s) to be amended]			
<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Course</b>	<b>Title</b>	<b>Hours</b>	<b>Credits</b>
APR000	Apprenticeship-Credit for Prior Certification		22				
<b>APR1000</b>	<b>Computation Related Instruction (except MTH-080)</b>		4-5				
<b>APR2000</b>	<b>Communication Related Instruction</b>		3-4				
<b>APR3000</b>	<b>Human Relations Related Instruction</b>		3-4				
<b>PEHREQ000</b>	<b>PE/Health Related Instruction</b>		1-3				
<b>APRIE000</b>	<b>Apprenticeship-Inside Electrician (IE)</b>		<b>46</b>				
--	Inside Electrician (IE) Electives		11-6				
APR-125IE	DC Theory	36	3				
APR-134IE	Residential Wiring I	36	3				
APR-135IE	Residential Wiring II	36	3				
APR-136IE	Electrical Design I	36	3				
APR-145IE	Grounding & Bonding	36	3				
APR-155IE	Motors & Transformers	36	3				
APR-165IE	AC Theory	36	3				
APR-185IE	Electrical Systems	36	3				
APR-235IE	Special Installations	36	3				
APR-236IE	Motors & Controls	36	3				
APR-236IEL	Motors & Controls Lab	36	1				
APR-237IE	Electrical Design II	36	3				
APR-245IE	NEC Analysis I	36	3				
APR-255IE	NEC Analysis II	36	3				
APR-265IE	NEC Analysis III	36	3				
APR-275IE	NEC Analysis IV	36	3				
<b>APRLE000</b>	<b>Apprenticeship-Limited Energy (LE)</b>		<b>36</b>				
--	Limited Energy (LE) Electives		21-16				
APR-111LE	Residential Technologies	48	4				
APR-112LE	Basic Trade, Code & Safety	48	4				
APR-113LE	Specialized Control Systems	48	4				
APR-114LE	Data Communications	48	4				
APR-115LE	Amplified Systems	48	4				
APR-116LE	Security Systems	48	4				
APR-217LE	Integrated Systems	48	4				
APR-218LE	Fire Alarm Systems	48	4				
APR-219LE	ADA & Code	48	4				
<b>APRUL000</b>	<b>Apprenticeship-Lineman (UL)</b>		<b>48</b>	<b>APRUL000</b>	<b>Apprenticeship-Lineman (UL)</b>		<b>45</b>
--	Lineman (UL) Electives		14	--	Lineman (UL) Electives		17
APR-111UL	Outside Electrical Basic Theory I	55	5				

APR-112UL	Outside Electrical Basic Theory II	55	5				
APR-113UL	Outside Electrical Basic Theory III	55	5				
APR-118UL	Transformer Connections I	24	1	Move to Recommended Electives			
APR-121UL	Outside Electrical Fundamental Theory I	55	5				
APR-122UL	Outside Electrical Fundamental Theory II	55	5				
APR-123UL	Outside Electrical Fundamental Theory III	55	5				
APR-128UL	Transformer Connections II	24	1	Move to Recommended Electives			
APR-138UL	Transformer Connections III	24	1	Move to Recommended Electives			
APR-231UL	Outside Electrical Advanced Theory I	55	5				
APR-232UL	Outside Electrical Advanced Theory II	55	5				
APR-233UL	Outside Electrical Advanced Theory III	55	5				
				PGE Apprentice Recommended Electives			
				APR-118UL	Transformer Connections I	24	1
				APR-128UL	Transformer Connections II	24	1
				APR-138UL	Transformer Connections III	24	1
<b>APRUM000</b>	<b>Apprenticeship-Meterman (UM)</b>		<b>48</b>	<b>APRUM000</b>	<b>Apprenticeship-Meterman (UM)</b>		<b>45</b>
--	Meterman (UM) Electives		11	--	Meterman (UM) Electives		14
APR-111UM	Metering: Basics I	55	5				
APR-112UM	Metering: Basics II	55	5				
APR-113UM	Metering: Basics III	55	5				
APR-118UL	Transformer Connections I	24	1	Move to Recommended Electives			
APR-121UM	Metering: Fundamentals I	55	5				
APR-122UM	Metering: Fundamentals II	55	5				
APR-123UM	Metering: Fundamentals III	55	5				
APR-128UL	Transformer Connections II	24	1	Move to Recommended Electives			
APR-138UL	Transformer Connections III	24	1	Move to Recommended Electives			
APR-231UM	Metering: Advanced I	55	5				
APR-232UM	Metering: Advanced II	55	5				
APR-233UM	Metering: Advanced III	55	5				
				PGE Apprentice Recommended Electives			
				APR-118UL	Transformer Connections I	24	1
				APR-128UL	Transformer Connections II	24	1
				APR-138UL	Transformer Connections III	24	1
<b>APRUW000</b>	<b>Apprenticeship-Wireman (UW)</b>		<b>45</b>				
--	Wireman (UW) Electives		19				
APR-111UW	Basic Substation Wireman I	55	5				
APR-112UW	Basic Substation Wireman II	55	5				

APR-113UW	Basic Substation Wireman III	55	5				
APR-121UW	Fundamental Substation Wireman I	55	5				
APR-122UW	Fundamental Substation Wireman II	55	5				
APR-123UW	Fundamental Substation Wireman III	55	5				
APR-231UW	Advanced Substation Wireman I	55	5				
APR-232UW	Advanced Circuit Theory & Troubleshooting I	55	5				
APR-233UW	Advanced Circuit Theory & Troubleshooting II	55	5				
<b>APRLME000</b>	<b>Apprenticeship-Limited Maintenance Electrician (LME)</b>		<b>28</b>				
--	Limited Maintenance Electrician (LME) Electives		29-24				
APR-104LM	Reading Schematics and Symbols	22	2				
APR-108LM	ARC Flash Electrical Safety	10	1				
APR-130LM	Basic Electricity I	33	3				
APR-131LM	Basic Electricity II	33	3				
APR-132LM	Basic Electricity III	33	3				
APR-202LM	Electrical Code Level I	44	4				
APR-203LM	Electrical Code-Level II	44	4				
APR-204LM	Electrical Code-Level III	44	4				
APR-223LM	Instrumentation & Controls	66	3				
HE-261	Community CPR	10	1				
<b>APRUE000</b>	<b>Apprenticeship-Line Estimator (UE)</b>		<b>57</b>				
APR-111UE	Line Estimator Basic I: Tools and Equipment	44	4				
APR-112UE	Line Estimator Basic II: Electrical Theory	44	4				
APR-113UE	Line Estimator Basic III: Wire Circuits	44	4				
APR-121UE	Line Estimator Theory I: Operations	44	4				
APR-122UE	Line Estimator Theory II: Standards	44	4				
APR-123UE	Line Estimator Theory III: Power Line	44	4				
APR-131UE	Electric Utility System Operation (EUSO)	30	3				
APR-132UE	Estimator Navigational Mapping	30	3				
APR-133UE	Estimator Facility Point Inspection	30	3				
APR-134UE	Estimator Phase Design	30	3				
APR-135UE	Estimator Metering	30	3				
APR-136UE	Estimator Transformer Training	30	3				
APR-137UE	Estimator Field Functions	30	3				
APR-231UE	Line Estimator Responsibility I: Live Line	44	4				
APR-232UE	Line Estimator Responsibility II: Substation	44	4				

APR-233UE	Line Estimator Responsibility III: Field Responsibility	44	4				
*4 credits of Computation required for Line Estimator (UE)							
Electives may be any 100-level course or above							
<b>TOTAL CURRENT CREDITS:</b>			90-102	<b>TOTAL PROPOSED CREDITS:</b>			
<b>College Contact</b>				<b>Telephone No.</b>			
<b>E-Mail Address</b>				<b>Fax No.</b>			
<b>Chief Academic Officer or PTE Dean Signature</b>					<b>Date</b>	2/7/22	

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## 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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<b>College:</b>	Clackamas Community College	<b>Date</b>	
-----------------	-----------------------------	-------------	--

### 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 <a href="http://www.ode.state.or.us/search/results/?id=232">http://www.ode.state.or.us/search/results/?id=232</a>)</small>	<u>APPROVED</u> CIP Code <small>(Include 7<sup>th</sup> &amp; 8<sup>th</sup> digits used for OCCURS reporting.)</small>			<u>APPROVED</u> Recognition Award	Current Credits
	6-digit CIP	7 <sup>th</sup> digit	8 <sup>th</sup> digit		
<b>AAS Title:</b>				<input type="checkbox"/> Associate of Applied Science (AAS) Degree	
<b>Option Title**</b>				<input type="checkbox"/> OPTION to AAS Degree	
<b>Certificate Title:</b> <i>Within</i> AAS Degree? <input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No <b>Medical Assistant</b> CC.MEDASST	<b>51.0801</b>			<input checked="" type="checkbox"/> CC1 (45-60 credits)	<b>49</b>

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

Last amendment approved on 1/18/19

### TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++	<input checked="" type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> <b>45</b>
<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>	
<b>Suspension Effective Date:</b>		

## 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
Medical Assistant Certificate Prerequisite to Acceptance							
MA-110	Medical Terminology	44	4				
<b>WR-121 (preferred) Or WR-101</b>	<b>English Composition or Communication Skills: Occupational Writing</b>	<b>33- 44</b>	<b>3-4</b>				
				BI-120 Or BI-101 & BI-102 Or BI-231 & BI-232 & BI-233	Introduction to Human Anatomy and Physiology or General Biology; Cellular Biology and General Biology; Animal Systems or Human Anatomy & Physiology I and Human Anatomy & Physiology II and Human Anatomy & Physiology III	66	4
Fall Term							
BI-120 Or BI-101 & BI-102 Or BI-231 & BI-232 & BI-233	Introduction to Human Anatomy and Physiology or General Biology; Cellular Biology and General Biology; Animal Systems or Human Anatomy & Physiology I and Human Anatomy & Physiology II and Human Anatomy & Physiology III	66	4	Move to Prerequisites			
MA-112	Medical Office Practices	44	4				
MA-145	Insurance & Health Information Management	55	5				
<b>PSY-101</b>	<b>Human Relations</b>	<b>33</b>	<b>3</b>				
				MA-116	Introduction to Medications	44	4
Winter Term							

MA-116	Introduction to Medications	44	4	Move to Fall Term			
MA-117	Clinical Lab Procedures I	11	1				
MA-117L	Clinical Lab Procedures I Lab	33	1				
MA-118	Examination Room Techniques	55	5				
MA-118L	Examination Room Techniques Lab	33	1				
<b>MTH-054</b>	<b>Medication Calculations for Medical Assistants</b>	<b>44</b>	<b>4</b>				
Spring Term (Weeks 1-5)							
MA-115	Phlebotomy for Medical Assistants	11	1				
MA-115L	Phlebotomy for Medical Assistants Lab	33	1				
MA-121	Clinical Lab Procedures II	11	1				
MA-121L	Clinical Lab Procedures II Lab	33	1				
PSY-215	Introduction to Developmental Psychology	44	4				
Spring Term (Weeks 6-11)							
MA-119	Medical Assistant Practicum	253	9				
Catalog Notes							
<p>To meet graduation requirements in addition to successful completion of courses, the MA student is required to:</p> <ul style="list-style-type: none"> <li>• Participate in an unpaid, supervised externship in an ambulatory care setting.</li> <li>• Perform 20 hours of public health-related community service.</li> <li>• Register for the CMA (AAMA) certification exam.</li> </ul> <p>All clinical/practicum courses are Pass/No Pass. All other courses must be passed with C or better.</p> <p>Core curriculum is sequential and may not be taken out of order.</p> <p>For the Certified Medical Assistant (CMA) exam, direct inquiries to: AAMA Certification Department at <a href="http://www.aama-ntl.org">www.aama-ntl.org</a> or by phone 800-228-2262.</p>							
<b>TOTAL CURRENT CREDITS:</b>			49	<b>TOTAL PROPOSED CREDITS:</b>			45

<b>College Contact</b>	Sarah Parker CMA(AAMA)	<b>Telephone No.</b>	971-344-7772
<b>E-Mail Address</b>	Sarahparker524@Gmail.com	<b>Fax No.</b>	
<b>Chief Academic Officer or PTE Dean Signature</b>			<b>Date</b> 2/8/22



<b>Course Number</b>	<b>Title</b>	<b>Related Instruction Area</b>
BT-125	Business Editing II	Communication

**Clackamas Community College**  
Online Course/Outline Submission System

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Show changes since last approval in red

Date approved: January 21, 2022 Certified General Education Area(s): None

**Section #1 General Course Information**

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

Submitter

First Name: **Beverly**  
Last Name: **Forney**  
Phone: **3115**  
Email: **Beverlyf**

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**Course Prefix and Number:** BT - 125

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**# 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.

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**Course Title:** Business Editing II

Course Description:

This course continues the study of professional editing and writing in a business office. The continued and correct use of acceptable spelling, grammar, and formatting of business documents will be covered in-depth, with increased practice in writing and editing skills in the composition of letters, memos, emails, reports, and presentations. Functional business reports will be covered in relation to written reports and proposals, as well as customer service phone etiquette and the creation of professional presentations for the workplace.

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**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):** Admin Professional AAS, certificate

Are there prerequisites to this course?

**Yes**

**Pre-reqs:** BT-124 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?

**Yes**

**Area:** Communication

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:** Yes

When do you plan to offer this course?

- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

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

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

**Student Learning Outcomes:**

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

1. explain the importance of editing within the written business communication process;
2. continue to apply the business editing, proofreading, and revision process in order to identify and correct errors on written business documents;
3. continue to demonstrate the use of proper sentence structure and word choice as it pertains to a grammatically correct sentence and document;
4. continue to evaluate personal samples of written business communication in order to check for understanding of the writing and proofreading process;
5. continue to evaluate business communication channels (e.g. memos, emails, text messages, block style business letters, personal business letters, reports) in order to choose the best channel based on the reason for the communication;
6. demonstrate proper formatting of various business communication based on the communication channel (e.g. memos, emails, block style business letters, personal business letters, reports);
7. demonstrate proper formatting and writing of business reports and proposals for internal and external customers.

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

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**Major Topic Outline:**

1. The importance of proofreading and the proofreading process;
2. correct word choice when composing business documents;
3. incorporating sentence variety when composing business documents;
4. effective and professional business writing in the production of letters, emails, memos, reports, and presentations;
5. writing of reports and proposals for internal use within an organization;
6. writing of reports and proposals for external customers of an organization.

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

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

5. Supports green services

**No**

Percent of course: 0%

First term to be offered:

**Next available term after approval**

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