

	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
Adding Registrar as Curriculum Committee Member	Chair	Discussion/Approval
4. Course and Program Approvals a. Course Inactivations a. APR-236IEL b. MTH-054 b. Credits/Hours/Instructional Method Changes a. MFG-209 b. J-215, 220, 221, 225, 235 c. ART-225, 226, 227, 262 d. DMC-106, 107, 108, 109, 205, 221, 222, 291, 292 c. Amendments a. Digital Media Communications AAS b. Entry Level Journalist CPCC c. Video Production Technician CPCC d. Web Design & Development AAS e. Web Design CC d. New Courses a. BA-264 e. Computer Science Program Amendments a. Computer & Network Administration AAS b. Computer & Network Administration CC c. Computer Application Specialist CC	Curriculum Office Curriculum Office Mike Mattson Melissa Jones Nora Brodnicki Nora Brodnicki Nora Brodnicki " " Curriculum Office " Bev Forney Curriculum Office	Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SU Approval/23.SP Approval/23.SU
5. Old Business a.		
6. New Business a. Courses Overdue and Due for Review 2022-2023 b. Courses Scheduled for Inactivation 2024 c. Writing and Reviewing Student Learning Outcomes	Curriculum Office Curriculum Office Elizabeth Carney	Info Info Info
7. Closing Comments a.		

Present: ASG (Bethany Day), Dustin Bare, Nora Brodnicki, Armetta Burney, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Bev Forney, Sharron Furno, Sue Goff, Dawn Hendricks, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Kara Leonard, Laura Lundborg, Patricia McFarland, Tracy Nelson, David Plotkin, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato (Alternate Chair)

Guests: Virginia Chambers, Sarah Parker, John Phelps

Absent: Hillary Abbott, George Burgess, Mike Mattson

1. Welcome & Introductions

2. Approval of Minutes

- a. Approval of the February 17, 2023 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. AST Computer Science Amendment

- i. Curriculum Office presented
- ii. Changing “Up to 3 credits of PE” to “Up to 3 credits from PE-185, PE-194, and PE-294” since the approved Major Transfer Map specifies the courses must be physical activity courses.

Motion to approve, approved

b. WR-101 Credit Change

- i. Amanda Coffey presented
- ii. Changing from 33 LECT, 3 Credits to 44 LECT, 4 Credits

WR-101 has evolved with the changing demands and expectations of readers and writers in the work force. “Occupational writing” encompasses a wide range of skills that students must learn and practice via multiple kinds of assignments: process analysis, description of mechanism, definition, field report, claim and adjustment letters, and an updated cover letter and resume. Each assignment is radically different than the next, and requires the full writing process (generating ideas, drafting, critiquing, revising, and polishing) for students to become proficient. Students also learn to read, analyze, and cite multiple types of articles and visual texts written for various audiences, the sorts of materials they might encounter at work. The additional credit hour will provide adequate time for students and instructors to meet the current SLOs and major topic outline. Associate faculty who teach this course have been consulted, and they support this change.

- iii. Is this course used by transfer students?
 1. Mostly used as a Related Instruction course
- iv. Will WR-121Z still be allowed as a substitute for WR-101?
 1. It will continue to be a case by case approval

Motion to approve, approved

c. WR-101 Amendments

- i. Curriculum Office presented

Program Name	Current Credits	Proposed Credits
Auto Body/Collision Repair and Refinishing Technology, AAS	91-92	92
Automotive Service Technology, AAS	90-91	91
Computer & Network Administration, AAS	90-95	91-95
Computer & Network Administration, Certificate	52-56	53-56

Computer Application Specialist, Certificate	52-54	53-54
Computer-Aided Manufacturing, AAS	96-97	97-98
Dental Assistant, Certificate	53-54	54
EFA, Industrial Technology & Automotive	12-15	13-15
Fitness Technology, Certificate	45-47	46-47
Gerontology, Certificate	45-46	46
Healthcare Careers, Certificate	13-14	14
Horticulture, AAS	96-101	97-101
Horticulture, Certificate	52-54	53-54
Human Services Generalist, AAS	90-92	91-92
Human Services Generalist, Certificate	45-48	46-48
Industrial Maintenance Technology Mechanical Maintenance, Certificate	47	48
Industrial Maintenance Technology, AAS	97-98	98-99
Industrial Maintenance Technology, Certificate	52	53
Landscape Management, AAS	96-98	97-98
Landscape Management, Arboriculture Option, AAS	97-99	98-99
Machine Tool Technology, AAS	96-99	97-100
Machine Tool Technology, Certificate	50	51
Medical Assistant, Certificate	45	47
Microelectronics Systems Technology, AAS	91	92
Microelectronics Systems Technology, Certificate	47	48
Music Performance & Technology, AAS	95-97	96-97
Music Technology, Certificate	52-54	53-54
Occupational Skills Training, Certificate	49	50
Organic Farming, Certificate	53-56	54-56
Renewable Energy Technology, AAS	98-101	99-101
Renewable Energy Technology, Certificate	49-50	50
Water & Environmental Technology, AAS	90-91	91
Water & Environmental Technology, Certificate	57-58	58
Welding Technology, AAS	93-94	90-93
Welding Technology, Certificate	50	45-46
Wildland Fire Management, AAS	90-94	91-94
Wildland Fire Science, Certificate	45-48	46-48

- ii. All programs listed reflect the WR-101 credit increase.
- iii. Additional changes to Human Services Generalist AAS and CC
 - 1. Adding STAT to list of electives courses since MTH-243 changed to STAT-243Z for Common Course Numbering.
 - 2. Removing HE-205 since it will be inactive next year
- iv. Additional changes to Medical Assistant and Welding AAS and CC.

Motion to approve, approved

d. Medical Assistant

Sarah Parker presented

- i. New Courses: MA-111, MA-113, MA-114
 - 1. MA-111: This course is designed to help assist students with the testing skills and review critical content necessary to pass their national exam. This course supports test anxiety associated with a high stakes credentialing exam.

2. MA-113: To prepare students to secure a clinical practicum placement and transition successfully from the classroom/lab to the clinic. Feedback from Advisory Board highlighted the need to prepare students for professional clinical placement.
3. MA-114: Similar to Seminar I, Seminar II -will continue to develop students' professional skills essential for clinical practicum placement and employment. Students will finalize professional portfolio and interview with employers for clinical placement.

Motion to approve, approved

- ii. Medical Assistant CC amendment
 1. Removing MTH-054, adding in the new MA-111, MA-113, and MA-114 courses. WR-101 increasing 1 credit.
 2. Got feedback from students that MTH-054 content was duplicated in MA courses. MTH-054 will be officially inactivated
 3. Total credits change from 45 to 47

Motion to approve, approved

e. Welding

John Phelps presented

- i. Welding Technology AAS
 1. Total credits change from 93-94 to 90-93. Replacing MFG-107 with any PE/Health/Safety Related Instruction course. Removing MFG-109. Adding IMT-108. WR-101 increasing 1 credit.
 2. Associate Faculty and Advisory Board members were included in conversations regarding all the changes.
- ii. Welding Technology CC
 1. Total credits change from 50 to 45-46. Removing MFG-107 and MFG-109. WR-101 increasing 1 credit.

Motion to approve, approved

f. Early Childhood Education

Dawn Hendricks presented

- i. ECE-150 Credit Change
 1. Changing from 33 LECT, 3 Credits to 44 LECT, 4 Credits due to National Association for the Education of Young Children (NAEYC) accreditation standards
- ii. Early Education & Family Studies AAS
 1. Total credits change from 90-92 to 90. Adding FYE-101 and HPE-295, Removing WR-101, HDF-260. Updating elective credits to match list of elective credits available.
- iii. Early Education & Family Studies CC
 1. Total credits change from 45-46 to 45. Adding FYE-101, Removing WR-101 and ECE-179

Motion to approve, approved

5. Old Business

a.

6. New Business

a. Accreditation Steering Committee

- i. Elizabeth Carney and Jason Kovac presented
- ii. Year 7 visit will happen at the beginning of spring term, April 3-5
 1. Used strategic plan indicators to measure mission fulfillment
 2. Created systems and supports for how we assess student learning, not just in courses but across courses and programs
- iii. Year 6 report
 1. Ensure all policies reviewed in the last 5 years
 2. Details about evaluation schedule for all employee groups
 3. Update regarding implementation of Diversity, Equity, and Inclusion (DEI)

7. Closing Comments

a.

-Meeting Adjourned-

Next Meeting: March 17, 2023 (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
COMM-212	Mass Media & Society	2023/SP
CS-135DB	Microsoft Access	2023/SP
CS-135S	Microsoft Excel	2023/SP
CS-160	Computer Science Orientation	2023/SP
CS-275	Database Design	2023/SP
ESR-172	Introduction to Climate Change	2023/SP
ESR-173	Introduction to Sustainability	2023/SP
HS-100	Introduction To Human Services	2023/SP
HS-103	Ethics for Human Service Workers	2023/SP
HS-104	Using Diagnostic Criteria in Addiction Treatment	2023/SP
HS-154	Community Resources	2023/SP
HS-156	Conducting Human Service Interviews	2023/SP
HS-206	Trauma Informed Practices	2023/SP
HS-211	Infectious Diseases and Harm Reduction	2023/SP
HS-216	Group Counseling Skills	2023/SP
HS-290	Special Topics in Human Services	2023/SP
J-216	Writing for Media	2023/SP
MA-115	Phlebotomy for Medical Assistants	2023/SP
MA-115L	Phlebotomy for Medical Assistants Lab	2023/SP
MA-117	Clinical Lab Procedures I	2023/SP
MA-117L	Clinical Lab Procedures I Lab	2023/SP
MA-118L	Examination Room Techniques Lab	2023/SP
MA-121L	Clinical Lab Procedures II Lab	2023/SP
WR-121Z	Composition I	2023/SU
WR-122Z	Composition II	2023/SU

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information

Department: COTA

Submitter

First Name: Melissa
Last Name: Jones
Phone: 3261
Email: melissaj

Course Prefix and Number: COMM - 212

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: Mass Media & Society

Course Description:

This course takes students through a critical study of the production and consumption of mass media, including television, radio, books, film, news, advertising and the internet. Students also examine the economic and social organization of mass media, the growth of new media technologies, and the relationship between media and the public.

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?

Yes

Name of degree(s) and/or certificate(s): DMC AAS, Entry Level Journalist

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: WRD-098 or placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

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

Yes

Course Number: J-211 Title: Mass Media & Society

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 mass media;
 2. evaluate the impact of corporate ownership; (AL2)
 3. examine current events related to the media; (AL1),(AL2),(CL1)
 4. apply media and communication theories to contemporary mass media;
 5. compare and contrast the differences between various types of media;
 6. evaluate the impact of various media in American society and in other countries; (AL2),(CL1)
 7. summarize the impact of advertising and its significance; (IL5)
 8. write about media in culture after viewing film, television and internet content; (AL1)
 9. evaluate the impact of new media, such as the internet, on old media, such as books, magazines and newspapers; (AL1)
 10. describe basic media laws, including libel, copyright and fair use. (AL1), (IL5)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

- P** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- P** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
- P** 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.
- S** 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

- S** 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.

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

Outcomes Assessment Strategies:

✓ Writing Assignments

- ✓ Presentations
- ✓ Thesis/Research Project

:

Major Topic Outline:

1. Mass media defined
2. Books
3. News
4. Magazines
5. Radio
6. Music
7. Television
8. Advertising
9. Internet
10. Government regulation
11. Media law
12. Global media
13. Media ethics
14. Public relations
15. Media business and ownership

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)
- OSU (Oregon State University)
- SOU (Southern Oregon University)
- OSU-Cascade
- UO (University of Oregon)

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

Transfers as Arts & Letters lower division credit. OSU=COMM-280

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)

- Correspondence with receiving institution (mail, fax, email, etc.)

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: Business & Computer Science: Computer Science

Submitter

First Name: Debra

Last Name: Carino

Phone: 3170

Email: dcarino

Course Prefix and Number: CS - 135DB

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: Microsoft Access

Course Description:

Focuses on the advanced database capabilities using a current version of Microsoft Access. Topics include design, construction, and documentation of a database management system, designing reports, forms, advanced form techniques, advanced queries, customizing tables, and creating and using an application system with macros.

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): Computer & Network Administration AAS & Certificate; Computer Application Support AAS & Certificate; Web Design & Development AAS

Are there prerequisites to this course?

Yes

Pre-reqs: CS-120 or placement into CS-135DB

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**

✓ **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. design, develop, update, customize, and maintain an Access relational database including: tables, forms, queries, and reports;
2. develop design guidelines that reduce data input errors and maintain referential integrity;
3. define and apply one-to-one, one-to-many and many-to-many relationship in a relational database management system;
4. use macros, switchboards and Visual Basic for Application code to create custom database applications.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to Microsoft Access.
 - a. Navigation.
 - b. Views.
2. Maintaining a Database.
 - a. Data entry via tables and forms.
 - b. Analyzing table structure.
 - c. Renaming objects.
3. Creating tables.
 - a. Needs analysis.
 - b. Normalization.
 - c. Creating relationships.
4. Creating forms.
 - a. Single table forms.
 - b. Forms with sub-forms.
 - c. Using the form design view.
5. Querying a database.
 - a. Comparison queries.
 - b. Creating calculated fields.
 - c. Creating parameter queries.
 - d. Aggregation queries.
 - e. Action queries.
6. Integrating Access with other software.
 - a. Creating documents.
 - b. Data Access pages.

- c. Importing & exporting data.
- d. Using Access as a mail merge source.
- 7. Creating macros and modules.
 - a. Using the macro editor to automate database processes.
 - b. Creating command buttons and attaching macros.
 - c. Using Visual Basic for Applications to create custom modules.

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

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

Percent of course: 0%

Section #2 Course Transferability

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

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

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

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

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

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

How does it transfer? (Check all that apply)

general elective
:

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: Business & Computer Science: Computer Science

Submitter

First Name: Debra
Last Name: Carino
Phone: 3170
Email: dcarino

Course Prefix and Number: CS - 135S

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: Microsoft Excel

Course Description:

Focuses on advanced spreadsheet capabilities using a current version of Microsoft Excel. Topics include design, construction, and documentation of spreadsheets, use of templates, multiple worksheets, complex formulas, functions and filtering, Pivot Tables, advanced chart features, sorting, database capabilities, finding data, creating subtotals, using lookup tables, finding trends and forecasting, creating and editing macros, validating data, and working with controls.

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)?

Yes

Check which General Education requirement:

✓ Mathematics

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

Yes

Name of degree(s) and/or certificate(s): Computer Application Support AAS & Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CS-120 or placement into CS-135S

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**
- ✓ **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. enter and find data efficiently using a variety of tools (find and select, the name box, keyboard shortcuts);
 2. apply formatting tools to make organized, easy-to-read worksheets;
 3. create formulas to create calculated data, including the use of relative, absolute, and partial cell references, names ranges, and data from multiple worksheets and workbooks;
 4. apply the built-in Excel functions, including statistical functions, date functions, string functions, financial functions, and logical functions to answer questions;
 5. use Excel to analyze data: via charts, subtotals, what-if analysis, and PivotTables;
 6. automate spreadsheet tasks through the use of recorded macros and Visual Basic for Applications;
 7. integrate Excel with other applications and the Internet, including importing and exporting data in a variety of formats.
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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:

- P** 1. Use appropriate mathematics to solve problems.
- P** 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

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.

Outcomes Assessment Strategies:

:

Major Topic Outline:

1. Introduction to spreadsheets.
 - a. Navigation.
 - b. Data entry.
 - c. Simple calculation formulas.
2. Developing a professional-looking worksheet.
 - a. Font formatting.
 - b. Cell formatting and styles.
 - c. Number formats.
 - d. Table formatting.
 - e. Conditional formatting.
3. Working with formulas and functions.
 - a. Cell references.
 - b. Logical functions.
 - c. Date functions.
 - d. Financial functions.
 - e. Statistical functions.
 - f. Lookup functions (HLOOKUP and VLOOKUP)
4. Visual data analysis.
 - a. Creating charts.
 - b. Formatting and customizing charts.
 - c. Pivot charts.
 - d. Sparklines.
5. Managing large quantities of data.
 - a. Excel tables.
 - b. Subtotals.
 - c. Sorting.
 - d. Filtering.
 - e. PivotTables.
6. Managing multiple worksheets and workbooks.
 - a. Grouping worksheets.
 - b. Printing multiple worksheets.
 - c. Reference other worksheets.
 - d. 3-D references.
 - e. Creating a workspace.
7. Creating automated spreadsheet applications.
 - a. Data validation.
 - b. Worksheet/workbook protection.
 - c. Recording macros.
 - d. Using VBA to create custom macros.
8. Performing what-if analyses.
 - a. Goal seek.
 - b. Solver.
 - c. One- and two- variable data tables.
 - d. Scenarios, including summary reports and pivot table reports.
9. Integrating Excel with other applications.
 - a. Importing data.

- b. Exporting data (including MS Query, comma delimited files, XML data, and web query data).
- c. Querying databases.

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)

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

How does it transfer? (Check all that apply)

:

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

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: Business & Computer Science: Computer Science

Submitter

First Name: Jen
Last Name: Miller
Phone: 3138
Email: jen.miller

Course Prefix and Number: CS - 160

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: Computer Science Orientation

Course Description:

Examines foundational computing subjects used in Computer Science and Information Technology. Topics include computer architecture, electronic logic, data representation, networking, algorithms and programming, which are used in successive Computer Science courses. Information about degrees in Computer Science and Information Technology is also covered.

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)?

Yes

Check which General Education requirement:

✓ **Writing**

✓ **Science & Computer Science**

✓ **Mathematics**

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

Yes

Name of degree(s) and/or certificate(s): Computer Science 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: MTH-060 or placement in MTH-065

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?

- ✓ **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 specific topics of study required for various disciplines in computer science;
 2. discuss social and ethical implications in computer science;
 3. identify basic computer hardware components and explain their purposes;
 4. describe how data is stored in electronic format and mediums;
 5. explain basic TCP/IP operation and configuration in computer networks;
 6. explain the significance of binary and hexadecimal in the computing field;
 7. convert values between the base-2, base-10, and base-16 numbering systems;
 8. explain the significance of algorithms to all programming languages;
 9. create basic algorithms and solve simple programming problems;
 10. use software applications required for success in subsequent Computer Science courses;
 11. identify the worth of various computer industry certifications;
 12. access online resources and tutorials to prepare for these certifications;
 13. produce a course of study that leads to a degree.
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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.
- P**
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:

- P**
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

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.
- P**
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.

Outcomes Assessment Strategies:

:

Major Topic Outline:

1. Computer Science degrees and classes at CCC.
2. Social and ethical implications in Computer Science.
3. Computer architecture and virtualization.
4. Basic operation of networks.
5. Data representation.
6. Algorithm design.
7. Programming.
8. Careers in Computer Science.

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

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

Percent of course: 0%

Section #2 Course Transferability

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

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

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

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

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

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

How does it transfer? (Check all that apply)

required or support for major

general elective

:

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

Other. Please explain.

The course is part of the state-wide AST degree in Computer Science.

First term to be offered:

Next available term after approval

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Business & Computer Science: Computer Science

Submitter

First Name: Debra
Last Name: Carino
Phone: 3170
Email: dcarino

Course Prefix and Number: CS - 275

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: Database Design

Course Description:

Focuses on design of a relational database management systems (RDMS). Topics will include database development using the a) requirement, b) design, c) implementation model, database theory from flat table design to relational systems, entity-relationship models, one-to-one, one-to-many, and many-to-many relationships, referential integrity, normalization of tables, database programming and querying with SQL, and database security. Although other platforms may be demonstrated, the majority of work will be done with MySQL Server.

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)?

Yes

Check which General Education requirement:

✓ Writing

✓ Mathematics

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

Yes

Name of degree(s) and/or certificate(s): Computer & Network Administration AAS & Certificate; Computer Application Support AAS & Certificate; Web Design Certificate; Web Design & Development AAS

Are there prerequisites to this course?

Yes

Pre-reqs: CS-120 or placement into CS-275

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?

✓ **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 database terminology, including but not limited to: entities, entity sets, tuples, relationships, cardinality and modality of relationships, tables, keys, fields, records;
 2. define and apply the first three normal forms;
 3. create entity relationship diagrams (ERDs) up to the 3rd normal form when provided with a case study or needs analysis;
 4. use SQL statements create and interact with database objects, as well as for a variety of database queries, including multi-table queries, queries using statistical functions, and nested queries;
 5. explain the significance of security in database administration and describe best practice for creating users and assigning permissions;
 6. build a flexible, normalized, and secure database from an initial needs analysis to finished product.
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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.

P 2. Locate, evaluate, and ethically utilize information to communicate effectively.

P 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:

P 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

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.

Outcomes Assessment Strategies:

✓ **Projects**

✓ **Rubrics**

:

Major Topic Outline:

1. Introduction to databases.
 - a. Flat file vs relational database design.
 - b. Creating the development environment.
 - c. Introduction to SQL & the MySQL monitor.
2. Data modeling.
 - a. Needs analysis.
 - b. Entities, relationships, primary & foreign keys.
 - c. Entity relationship diagrams.
 - c1. Using Chen's notation.
 - c2. Using Crow's-Foot notation.
3. Normalization.
 - a. 1NF-5NF.
 - b. How's and why's of creating "un-normalized" tables.
4. Creating & modifying database structures.
 - a. Using CREATE statements.
 - b. Data types.
 - c. Assigning primary and foreign keys.
 - d. Importing and INSERTing data.
5. Querying.
 - a. Basic SELECT statements.
 - b. Using accumulating functions and aliases.
 - c. Using nested SELECT statements.
 - d. Querying multiple tables.
6. Database security.
 - a. Overview.
 - b. Users.
 - c. Privileges.

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)

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

How does it transfer? (Check all that apply)

:

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

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: Sciences

Submitter

First Name: Emily
Last Name: Cavaliere
Phone: 3549
Email: emily.cavaliere

Course Prefix and Number: ESR - 172

Credits: 4

Contact hours

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

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

Course Title: Introduction to Climate Change

Course Description:

Introduction to climate change, the causes and consequence and efforts to mitigate climate change. The laboratory assignments will focus on applied introductory climate change topics.

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:

✓ **Science & Computer Science**

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?

Yes

Co-reqs: ESR-172L

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

Yes

Recommendations: MTH-060 with a C or better or placement in MTH-065. WRD-098 or placement in WR-121

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?

✓ **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. describe the causes and consequences of climate change; (SC1)
 2. assess and evaluate efforts to mitigate climate change; (SC1)(SC2)
 3. design experiments, construct hypotheses, plan and execute an introductory-level a scientific study independently and collaboratively; (SC1)(SC2)
 4. evaluate scientific information and be able to formulate questions and ideas on issues in environmental science; (SC1)(SC3)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

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

SP: Speech/Oral Communication Outcomes

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

MA: Mathematics Outcomes:

- P** 1. Use appropriate mathematics to solve problems.
- P** 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

- P** 1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
- P** 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

- P** 1. Apply analytical skills to social phenomena in order to understand human behavior.
- P** 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

- S** 1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- S** 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.
- S** 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.

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

Outcomes Assessment Strategies:

- ✓ General Examination
- ✓ Presentations
- ✓ Rubrics
- ✓ Projects
- ✓ Writing Assignments
- ✓ Multiple Choice Test
- ✓ Pre-Post Assessment

Major Topic Outline:

- Unit 1: Greenhouse gases and the physical basis for climate change
- Unit 2: Consequences of climate change on human health and ecological sustainability.
- Unit 3: Efforts to mitigate climate change (carbon tax, carbon sequestration, wetlands, alternative energy sources, etc.)

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

- 1. Increased energy efficiency **Yes**
- 2. Produce renewable energy **Yes**
- 3. Prevent environmental degradation **Yes**
- 4. Clean up natural environment **Yes**
- 5. Supports green services **Yes**

Percent of course: 100%

Section #2 Course Transferability

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- 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)

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

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

OSU: SUS 103

How does it transfer? (Check all that apply)

general education or distribution requirement

general elective

:

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

Other. Please explain.

PSU and OSU websites and course descriptions.

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: Sciences

Submitter

First Name: Emily

Last Name: Cavaliere

Phone: 3549

Email: emily.cavaliere

Course Prefix and Number: ESR - 173

Credits: 4

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours): 33

Total course hours: 66

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

Course Title: Introduction to Sustainability

Course Description:

Introduction to environmental, ecological and human sustainability. Focus on human impacts on environmental degradation and methods to approach sustainability and environmental justice. The laboratory assignments will focus on applied introductory sustainability topics.

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:

✓ Science & Computer Science

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?

Yes

Co-reqs: ESR-173L

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

Yes

Recommendations: MTH-060 or MTH-098 with a C or better, or placement in MTH-065. WRD-098

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

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. recognize basic principles and differentiate between environmental and ecological sustainability; (SC1)
 2. assess the environmental impacts of human activity on long-term sustainability; (SC1)(SC2)
 3. evaluate how environmental degradation impacts environmental justice; (SC1)(SC2)
 4. design experiments, construct hypotheses, plan and execute an introductory-level a scientific study independently and collaboratively; (SC1)(SC2)
 5. evaluate scientific information and be able to formulate questions and ideas on issues in environmental science; (SC1)(SC3)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

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

- S** 1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- S** 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.
- S** 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:

- ✓ General Examination
- ✓ Presentations
- ✓ Rubrics
- ✓ Projects
- ✓ Writing Assignments
- ✓ Multiple Choice Test
- ✓ Pre-Post Assessment

Major Topic Outline:

- Unit 1: Environmental and ecological sustainability
- Unit 2: Human sustainability and environmental justice
- Unit 3: Methods to approach sustainability (such as: industrial ecology, greenwashing, sustainable development)

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

- 1. Increased energy efficiency **Yes**
- 2. Produce renewable energy **Yes**
- 3. Prevent environmental degradation **Yes**
- 4. Clean up natural environment **Yes**
- 5. Supports green services **Yes**

Percent of course: 100%

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)
- ✓ OSU-Cascade
- ✓ UO (University of Oregon)

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

OSU: SUS 102
PSU: ESM 102

How does it transfer? (Check all that apply)

general education or distribution requirement

general elective

:

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

Other. Please explain.

Gen Ed Chart

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 100

Credits: 3

Contact hours

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

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

Course Title: Introduction To Human Services

Course Description:

This course provides an overview of the human services field. The course includes the history of human services with a focus on the diverse roots of the field. Students will get an overview of the various careers and educational options available in human services, as well as an opportunity to discuss the student's own abilities and goals.

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): Human Services Generalist Programs

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**

✓ **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. discuss the history of human services in the United States;
2. list and describe the various practice areas of human services;
3. describe the attributes of an effective human service worker;
4. discuss their own goals in terms of a human services career.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Definition of Human Services.
2. History of the Social Welfare System.
3. The Attitudes, Skills and Knowledge of a Human Service Worker
5. Overview of Service Settings.
7. Creating Change at the Micro-Mezzo-Macro level.
8. Preventing Burnout.

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 103

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: Ethics for Human Service Workers

Course Description:

Explores the professional issues students will face when in a helping relationship. Introduces the professional codes of ethics associated with the helping professions. Addresses solving ethical dilemmas using professional guidelines. Topics include client rights, confidentiality, professional boundaries, legal issues in helping, competence, and cultural diversity.

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): Human Services Generalist Programs

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?

✓ **Summer**

✓ **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. demonstrate an understanding of the professional code of ethics for human service workers;
2. apply professional ethics to resolve issues relating to the helping relationship;
3. explain common ethical issues relating to client rights, confidentiality, boundaries, and competence as they pertain to human services;
4. critically analyze the ethical considerations of working with diverse cultures.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Professional Codes of Ethics Used in Human Services (NASW; NOHSE).
2. Common Ethical Dilemmas in Helping Relationships.
3. Ethics of Working with Diversity.
4. Applying Ethical Guidelines to Cases.
5. Legal Issues in Human Services.

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 104

Credits: 1

Contact hours

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 11

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: Using Diagnostic Criteria in Addiction Treatment

Course Description:

This course will present an overview of The American Society of Addiction Medicine (ASAM) Criteria and the Diagnostic and Statistical Manual (DSM) criteria related to addiction and substance use. Students will gain familiarity with the use of the ASAM Criteria to enhance the use of multidimensional assessments to develop patient-centered service plans. Students will also gain knowledge about the use of the DSM Manual to guide diagnosis and treatment of Substance Use Disorders.

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): Career pathway Certificate-Alcohol and Drug Counselor; AAS Human Services Generalist

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?

✓ **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. identify and describe the key components of ASAM's patient placement criteria;
2. differentiate between the general criteria used to guide level of care recommendations;
3. identify and compare ASAM's six dimensions of assessment;
4. describe the diagnostic criteria for substance use disorders in the DSM;
5. compare and contrast the use of the ASAM and DSM crieteria when working with clients.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Historical foundations of addiction diagnosis and treatment
2. The ASAM Criteria
3. The DSM criteria for substance use disorders
4. Matching Multidimensional Severity and Level of Function with Intensity of Service
5. Service Planning and Placement

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 154

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: Community Resources

Course Description:

Explores local community social service resources. Focuses on local agencies and programs, including services provided, eligibility criteria, mission, and policies of these agencies. Includes instruction in identifying client needs, various referral processes, and historical, political and social trends.

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): Human Services Generalist Programs

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?

✓ 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. demonstrate the ability to identify community resource systems;
2. refer clients to appropriate community resources;
3. identify unmet community needs;
4. identify issues related to cross-cultural practice and cultural differences;
5. discuss own goals for working at a human services agency.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. What Constitutes a Community Resource.
2. Aspects of Community Resources.
3. Developing a Service Resource Guide.
4. Researching Community Programs.
5. Social Service Speakers as Scheduled.

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 156

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: Conducting Human Service Interviews

Course Description:

Provides the specific techniques required for entry-level interviewing in human service settings. Addresses issues raised in working with clients from diverse backgrounds.

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): Human Services Generalist Programs

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?

Yes

Area: Human Relations

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. set objectives for interviews;
2. identify the stages of an interview and apply techniques appropriate for each stage;
3. analyze and use communication skills specific to helping interviews with diverse populations;
4. apply skills required for information gathering interviews in a variety of settings;
5. apply basic principles of case recording and reporting for human services workers;
6. describe and demonstrate the basic principles of Motivational Interviewing.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Attending Skills.
2. Information Recording and Reporting.
3. Client Observation Skills.
4. Reflecting, Paraphrasing, Summarizing.
5. Structuring Interviews.
6. Motivational Interviewing.
7. Working Across Difference.

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: EHCJ

Submitter

First Name: Joanna
Last Name: Crawford
Phone: 5417401348
Email: joanna.crawford

Course Prefix and Number: HS - 206

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: Trauma Informed Practices

Course Description:

In this course, students will learn how to recognize and respond to the impact of traumatic stress. Students will gain knowledge and skills they can infuse into their practices and act in a way that maximizes physical and psychological safety for clients and themselves. Students will understand how trauma impacts the brain, body, as well as development. Topics such as vicarious trauma, cultural trauma, and secondary trauma will be examined and discussed.

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): Criminal Justice AAS and Human Services 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?

Yes

Recommendations: CJA-101 or HS-100 or any other 100-level course that discusses human behavior, development, or social interactions

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?

Yes

Have you consulted with the Dept Chair(s) of other program(s) regarding potential impact such as overlap, duplication, enrollment, impact, etc.?

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

What was the result of the conversation with those department(s)?

HS and CJA Department leads are in agreement regarding changes.

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.

Yes

Course Number: CJA-206 Title: Trauma Informed Practices

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 impact of trauma on the brain and body;
2. differentiate the types of trauma and their impacts;
3. create a plan to address vicarious trauma and secondary stress in career fields related to Human Services and Criminal Justice;
4. recognize how trauma interacts within the criminal justice system and human service settings;
5. produce trauma-informed strategies of care for correctional settings and human services settings.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Trauma
ACES
Toxic stress
Secondary trauma
Trauma-informed care
Historical trauma
Cultural trauma
Signs of trauma
Trauma and development
Protective factors
Strategies for trauma-informed practice
Criminal justice system
Human service settings

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 211

Credits: 1

Contact hours

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 11

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: Infectious Diseases and Harm Reduction

Course Description:

This course will explore the relationship between substance use and infectious diseases, and discuss methods for reducing transmission of these diseases. Diseases will include HIV/AIDS, tuberculosis, hepatitis, and sexually transmitted infections. This course will provide students with techniques for assisting clients with assessing risk, practicing harm reduction, and evaluating treatment options.

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): Human Services Generalist Programs

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?

✓ **Summer**

✓ **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. identify the risks, symptoms, and treatments of HIV/AIDS, tuberculosis, hepatitis, and sexually transmitted infections;
2. discuss strategies used with clients to evaluate and modify behaviors relating to disease transmission;
3. apply a harm reduction approach to assist clients in reducing disease transmission;
4. evaluate their own biases in working with clients in this area.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Transmission, symptoms and treatment of infectious diseases
2. Role of substance abuse in infectious disease
3. Harm reduction
4. Effective strategies to modify sexual behavior

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: EHCJ

Submitter

First Name: Yvonne
Last Name: Smith
Phone: 3207
Email: yvones

Course Prefix and Number: HS - 216

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: Group Counseling Skills

Course Description:

This course provides students with strategies and skills for group work with a variety of clients. Explores leadership styles and skills, group formation and stages, and the ethics of working with groups. The course will address the knowledge needed to develop, run, and evaluate groups for a variety of human service topics, including substance use treatment. Theories of therapeutic group work will also be discussed.

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): Human Services Generalist Programs

Are there prerequisites to this course?

Yes

Pre-reqs: HS-156 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?

✓ **Winter**

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. describe the stages of group development;
2. demonstrate a variety of group leadership skills;
3. evaluate their own group leadership style;
4. apply current group theory to the development and administration of groups;
5. delineate the applications of group work to a variety of settings, including substance use;
6. apply ethical guidelines to the use of groups in human services.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The Role of Groups in Human Services.
2. Legal and Ethical Concerns in Group work.
3. Stages of Group Development.
4. Models of Group Leadership.
5. Planning and Evaluating Effective Groups.
6. Group work with Specific Populations.
7. The Role of Theory in Human Service Groups.

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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Edit

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Back

Reject

Publish

Section #1 General Course Information

Department: EHCJ

Submitter

First Name: Yvonne

Last Name: Smith

Phone: 3207

Email: yvones

Course Prefix and Number: HS - 290

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: Special Topics in Human Services

Course Description:

This course gives students an opportunity to gain knowledge in a specific area relevant to the field of human services. This topic will be pulled from a comprehensive list identified by human service professionals as having importance for students pursuing work in this field. Variable Credit: 1-3 credits. May be repeated for up to 6 credits.

Type of Course: Career Technical Preparatory

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?

Yes

Name of degree(s) and/or certificate(s): AAS Human Services Generalist; CC Human Services

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?

✓ **Not every year**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. identify and articulate current information regarding a specific contemporary issue in human services per course topic content;
2. recognize circumstances related to a specific contemporary issue in human services then identify skills and knowledge needed in those circumstances;
3. apply information learned through observation, case studies, or methods.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Specific contemporary issue/topic in human services
2. Impact on individuals
3. Impact on systems
4. Skills and information needed for human services practitioners

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: Melissa
Last Name: Jones
Phone: 3261
Email: melissaj

Course Prefix and Number: J - 216

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: Writing for Media

Course Description:

Introduces students to the fundamentals of writing for various media including journalism, public relations and other communications-related fields. Topics include news gathering, interviewing and media law, with an emphasis on writing for the web, print, broadcast and social media.

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?

Yes

Check which General Education requirement:

✓ Arts and Letters

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

Yes

Name of degree(s) and/or certificate(s): Digital Media Communications, Entry Level Journalist Career Pathway 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: WRD-098 or placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **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. produce journalism and public relations, including conducting interviews, performing research and writing fact-based articles that help the writer and readers engage in the world around them; (WR1)(AL1)(AL2)
 2. research subject matter, collect information and write news articles, news releases and online posts in different platforms on deadline; (WR2) (AL1)
 3. collect and interpret information for use in informing the public through news or public relations; (WR3)
 4. apply various writing styles to different subject matters in different media, including print, broadcast, the web and social media; (WR1)
 5. apply the laws of libel and copyright to works in progress as well as to published materials;
 6. analyze online, print and broadcast stories in local, national and international media and evaluate them for quality, balance and ethics.(AL2)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

- P** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- P** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
- P** 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

- C** 1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
- C** 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.

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

Outcomes Assessment Strategies:

- ✓ General Examination
- ✓ Presentations
- ✓ Thesis/Research Project
- ✓ Projects
- ✓ Writing Assignments
- ✓ Industry Standards

✓ Journal Writing

:

Major Topic Outline:

1. News gathering techniques.
2. Story idea generation.
3. Journalism ethics.
4. Associated Press style.
5. Interviewing.
6. News writing.
7. Broadcast/multimedia reporting.
8. Public Relations.
9. Social Media.
10. Marketing.
11. Current events.
12. Photojournalism.
13. Copy editing.
14. Writing for the Internet.
15. Media law.
16. Journalism rights and responsibilities.
17. Copyright.
18. Libel.

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

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

Percent of course: 0%

Section #2 Course Transferability

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

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?

3. Will the course be accepted as part of the University's distribution requirements?

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

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

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

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

OSU: Writing for Media; EOU: News Writing I; SOU: Journalistic Writing; WOU: News Writing; PSU: Introduction to News Writing; UO: Reporting I;

How does it transfer? (Check all that apply)

- required or support for major**
- general elective**
- other (provide details):** course catalogs

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

Other. Please explain.

WR 201/Writing for Media satisfies the Writing II requirement in Oregon State's Baccalaureate Core Courses. At Portland State University, WR 228 - Writing for Media - satisfies PSU's Arts & Letters requirement for the BA.

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: Sarah

Last Name: Parker

Phone: 0695

Email: sarah.parker

Course Prefix and Number: MA - 115

Credits: 1

Contact hours

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

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 Medical Assistants

Course Description:

The focus of this course is to understand appropriate blood specimen procurement techniques using vacutainer, syringe, butterfly with syringe and capillary puncture methods and associated safety techniques. Other specifics of the blood specimen testing requirements, such as collection into the correct evacuated tube (additive), specimen handling procedures, collections of newborn screen and collection documentation are also covered. Assuring a safe, confidential and professional environment for the patient, and the phlebotomy technician. 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): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-116, MA-117, MA-117L, MA-118, and MA-118L

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: MA-115L, MA-119, MA-121, and MA-121L

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

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

Yes

Have you talked with the appropriate chair?

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

Will this class use library resources?

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. identify applicable blood vessel anatomy, blood composition, and collection tools;
2. demonstrate knowledge of and identify the appropriate techniques, explain why technique is used;
3. identify correct evacuated tube additive in relation to test ordered;
4. demonstrate proper documentation of procurement and specimen identification;
5. identify and apply Universal Precautions and meet OSHA Standards.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Proper venipuncture techniques.
 - a. Vacutainer/evacuated tubes.
 - b. Syringe.
 - c. Winged infusion/butterfly.
 - d. Capillary blood collection.
2. Capillary blood glucose.
3. Newborn screen collection.
4. Administrative procedures.
5. Requisition forms.
6. Documentation.
7. Specifics of individual blood collection tubes in relation to tests ordered.
8. Universal Precautions and Standard Procedures.
9. Blood vessel anatomy.
10. Specimen types: whole blood, plasma and serum.
11. Patient education and other factors that affect laboratory results.

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: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 115L

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: Phlebotomy for Medical Assistants Lab

Course Description:

The focus of this course is to demonstrate appropriate blood specimen procurement techniques using vacutainer, syringe, 'winged infusion'/butterfly with syringe and capillary puncture methods and associated safety techniques. Other specifics of the blood specimen testing requirements, such as collection into the correct evacuated tube (additive), specimen handling procedures, collections of newborn screen and collection documentation are also covered; while assuring a safe, confidential and professional environment for the patient, and as the phlebotomy technician. 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): Medical Assistant certificate of completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-116, MA-117, MA-117L, MA-118, and MA-118L

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: MA-115, MA-119, MA-121, and MA-121L

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

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

Yes

Have you talked with the appropriate chair?

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

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

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. identify applicable blood vessel anatomy, blood composition, and collection tools;
2. demonstrate knowledge of and identify the appropriate techniques, explain why technique is used;
3. demonstrate the use of correct evacuated tube additive in relation to test ordered;
4. demonstrate proper documentation of procurement and specimen identification;
5. demonstrate and apply Universal Precautions and meet OSHA Standards.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Proper venipuncture techniques.
 - a. Vacutainer/evacuated tubes.
 - b. Syringe.
 - c. Winged infusion/butterfly.
 - d. Capillary blood collection.
2. Capillary blood glucose.
3. Newborn screen collection.
4. Administrative procedures.
5. Requisition forms.
6. Documentation.
7. Specifics of individual blood collection tubes in relation to tests ordered.
8. Universal Precautions and Standard Procedures.
9. Blood vessel anatomy.
10. Specimen types: whole blood, plasma and serum.
11. Patient education and other factors that affect laboratory results.

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
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Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 117

Credits: 1

Contact hours

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 11

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 Lab Procedures I

Course Description:

This theory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. First course in the Clinical Laboratory Procedures series. 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): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

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: MA-117L, MA-118, and MA-118L

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant 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?

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 common laboratory terminology;
2. explain Federal and State regulations governing laboratories;
3. explain the use and care of equipment used in simple laboratory procedures;
4. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory, according to standard operating procedures;
5. explain proper specimen collection techniques to patients;
6. identify normal and abnormal laboratory test results;
7. define standard operating procedures with regards to laboratory safety and blood-borne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Laboratory Safety
2. National and State Laboratory Regulations
3. Laboratory Overview
4. Laboratory Personnel
5. Pre-Analytical issues
6. Laboratory Terminology and Mathematics
7. Fundamentals of Microbiology Theory
 - a. Specimen Collection and Handling
 - b. Quality control issues
8. Fundamentals of Urinalysis Theory
 - a. Specimen Collection and Handling
 - b. Physical and Chemical assessment
 - c. Quality Control issues
9. Post-Analytical issues
 - a. Laboratory Reports

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

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

Percent of course: 0%

First term to be offered:

Next available term after approval

:

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Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 117L

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 Lab Procedures I Lab

Course Description:

This laboratory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. This is the first course in the Clinical Lab Procedures series. 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): Medical Assistant certificate of completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

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: MA-117L, MA-118, and MA-118L

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant 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?

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 common laboratory terminology;
2. explain Federal and State regulations governing laboratories;
3. explain the use and care of equipment used in simple laboratory procedures;
4. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory, according to standard operating procedures;
5. explain proper specimen collection techniques to patients;
6. identify normal and abnormal laboratory test results;
7. define standard operating procedures with regard to laboratory safety and blood-borne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Laboratory Safety

1. National and state laboratory regulations
2. Pre-analytical issues
3. Laboratory terminology and mathematics
4. Fundamentals of microbiology skills
 - a. Specimen collection and handling
 - b. Quality control issues
5. Fundamentals of urinalysis skills
 - a. Specimen collection and handling
 - b. Physical and chemical assessment
 - c. Quality control issues
6. Post-Analytical issues
 - a. Laboratory reports

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
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Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah

Last Name: Parker

Phone: 0695

Email: sarah.parker

Course Prefix and Number: MA - 118L

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: Examination Room Techniques Lab

Course Description:

This course covers fundamental skills which focus on the clinical techniques and competencies (psychomotor & affective) involved in safe, efficient and quality exam room patient care and provider support. Special emphasis will be placed on the principles and skills of medical and surgical asepsis, infection control and safety in all exam room practices; preventative procedures, common diagnostic testing and related pathology, use of currently accepted techniques for and equipment in medication administration (excluding IV administration), patient care and interaction, and accurate documentation. This course provides a basis for critical thinking skills in the ambulatory setting. 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): Medical Assistant Certificate of Completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

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: MA-117, MA-117L, and MA-118

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant 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?

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. apply infection control, safety, and bloodborne pathogen principles and techniques to the practice of medical assisting;
2. calculate and administer oral & parenteral medications;
3. concisely and accurately communicate relevant patient information both to and about the patient meeting the patient's health literacy;
4. safely & accurately demonstrate entry-level patient care skills. diagnostics and procedures as related to common pathologies;
5. perform within the legal scope of practice of a medical assistant;
6. demonstrate respect for the patient as an individual assuring patient rights & cultural competence;
7. apply confidentiality measures with each patient.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Infection control.
 - Bloodborne pathogens.
 - Sterilization techniques.
2. Medical and surgical asepsis.
 - Sterile set-up.
 - Wound care.
 - Bandaging techniques.
 - Surgical staple and suture removal
 - Isolation techniques
3. Assisting with minor surgical procedures
4. Vital signs.
5. Obtaining Patient history.

6. Accurate documentation.
7. Assisting with the physical exam.
8. Specialty procedures, tests and screenings.
 - Pulmonary function tests
 - Vision exams
 - Ear care
 - TB screens
9. 12-Lead Electrocardiograms.
10. Administering medications.
 - Oral.
 - Intramuscular.
 - Subcutaneous.
 - Intradermal.
11. Vaccinations.
 - Documentation
 - Vaccine Information Statements (CDC)
 - Administration of needless vaccine
 - CDC child \ adult Schedules
 - Preparing/ Administration / safe storage of vaccines.
12. Pediatrics.
 - assisting with well child exams
 - safety considerations
 - pediatric vital signs
 - varied vaccine schedules (CDC)
 - injection techniques unique to infants & children
13. Coaching a patient
 - Health maintenance
 - Disease prevention
 - Face to face communication
14. Navigating the exam room
 - Lifespan considerations
 - Cultural considerations
15. First Tooth
 - Pediatric Oral preventative services
 - Fluoride varnish application
 - Culturally appropriate 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: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 121L

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 Lab Procedures II Lab

Course Description:

This lab course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of the disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. Continuation of the Clinical Laboratory Procedures series. 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): Medical Assistant certificate of completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-116, MA-117, MA-117L, MA-118, and MA-118L

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: MA-115, MA-115L, MA-119, and MA-121

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant 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?

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. explain common laboratory terminology;
2. explain Federal and State regulations governing laboratories;
3. explain the use and care of equipment used in simple laboratory procedures;
4. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory, according to standard operating procedures;
5. explain proper specimen collection techniques to patients;
6. identify normal and abnormal laboratory test results;
7. define standard operating procedures with regards to laboratory safety and blood-borne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Urinalysis Competencies
2. Urine Pregnancies
 - a. Immunology Competencies
 - b. Infectious Mono Testing
 - c. ABO & Rh Typing
3. Hematology Competencies
 - a. ESR Competencies
 - b. Hematocrit
 - c. Hemoglobin
 - d. WBC
 - d1. WBC Differential Count
 - e. INR
4. Clinical Chemistry
 - a. Hemoglobin A1C

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: English

Submitter

First Name: **Taylor**
Last Name: **Donnelly**
Phone: **6159**
Email: **tdonnelly**

Course Prefix and Number: WR - 121Z

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: Composition I

Course Description:

WR-121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.

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)?

Yes

Check which General Education requirement:

✓ Writing

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

Yes

Name of degree(s) and/or certificate(s): Most of them...too numerous to enter all of them

Are there prerequisites to this course?

Yes

Pre-reqs: WRD-098 or placement in WR-121Z

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?

Yes

Area: Communication

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Summer**

✓ **Fall**

✓ **Winter**

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. apply rhetorical concepts through analyzing and composing a variety of texts;(WR1)(WR3)
 2. engage texts critically, ethically, and strategically to support writing goals;(WR1)(IL1)(IL2)(IL4)
 3. develop flexible composing, revising, and editing strategies for a variety of purposes, audiences, writing situations, and genres;(WR1)
 4. reflect on knowledge and skills developed in this course and their potential applications in other writing contexts; (WR1)(WR3)
 5. identify and apply some basic elements of information literacy and critical thinking such as locating and analyzing sources, evaluating evidence, and answering objections. (WR1)(WR2)(IL1)(IL2)(IL3)(IL4)(IL5)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

- S** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- S** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
- S** 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

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.

Outcomes Assessment Strategies:

- ✓ Oral Examination
- ✓ Presentations
- ✓ Thesis/Research Project
- ✓ Criteria
- ✓ Rubrics
- ✓ Journal Writing
- ✓ Projects
- ✓ Writing Assignments
- ✓ Portfolios

:

Major Topic Outline:

1. Reading and responding to college-level texts: how to apply basic critical thinking skills to complex issues in texts and other forms of media. Applying rhetorical concepts in a analysis and composition. How to build responses to reading into original essay topics.
2. The writing process: how to use prewriting tools such as brainstorming and free writing to generate ideas. The uses of interaction (feedback) and iteration (revision) to develop skills and ideas.
3. Elements of academic and formal writing, including organization, paragraph structure, sentence structure, and style, as well as some review of grammar, mechanics, and usage, as necessary.
4. The variety of academic audiences and disciplines: how to analyze and address their expectations. The relationship between a writer's purpose and their audience's expectation.
5. Introduction to argumentation: how to recognize and analyze it in reading, and how to begin crafting it in writing.
6. Finding, evaluating, and using information: an introduction to the economic, social, and legal issues surrounding the use of information, and how to use advanced research techniques to locate information, formulate a problem statement, determine the type of information necessary to address it, and evaluate the information critically. How to integrate source materials and avoid plagiarism using MLA citation format.
7. Discussing ideas and offering feedback to other writers in a constructive and respectful manner. Reflecting on one's own writing and learning. Applying skills and strategies from this class to other writing contexts.

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)

WR 121 English Composition

How does it transfer? (Check all that apply)

- ✓ required or support for major
- ✓ general education or distribution requirement

:

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

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: English

Submitter

First Name: Taylor
Last Name: Donnelly
Phone: 6159
Email: tdonnelly

Course Prefix and Number: WR - 122Z

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: Composition II

Course Description:

WR-122Z builds on concepts and processes emphasized in WR-121Z, engaging with inquiry, research, and argumentation in support of students' development as writers. The course focuses on composing and revising in research-based genres through the intentional use of rhetorical strategies. Students will find, evaluate, and interpret complex material, including lived experience; use this to frame and pursue their own research questions; and integrate material purposefully into their own compositions.

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)?

Yes

Check which General Education requirement:

✓ Writing

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

No

Are there prerequisites to this course?

Yes

Pre-reqs: WR-121Z 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?

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?

Yes

Area: Communication

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Summer**

✓ **Fall**

✓ **Winter**

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. apply rhetorical concepts to achieve writing goals within a given discourse community;(WR1)
 2. locate, critically evaluate, synthesize, and integrate multiple perspectives from a variety of sources;(WR1)(WR2)(IL1)(IL2)(IL3)(IL4)(IL5)
 3. engage in research and writing as recursive and inquiry-based processes, participating in the communal and conversational nature of academic discourses;(WR1)(WR2)(WR3)(IL1)(IL2)(IL3)(IL4)(IL5)
 4. develop strategies for generating, drafting, revising, and editing texts based on feedback and reflection;(WR1)
 5. reflect on knowledge and skills developed in this and other courses and potential transfer to future contexts;(WR1)(WR3)
 6. identify and apply the elements of critical thinking and persuasion, such as making a claim, identifying bias, recognizing and avoiding logical fallacies, answering reasonable objections, and using and justifying credible evidence to develop and defend an original idea;(WR1)(WR2)(WR3)(IL1)(IL2)(IL3)(IL4)(IL5)
-

AAOT/ASOT GENERAL EDUCATION OUTCOMES

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

- S** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- S** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
- S** 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

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.

Outcomes Assessment Strategies:

:

Major Topic Outline:

1. Reading, analyzing, discussing, and responding to college-level texts: how to apply critical thinking skills to complex issues in texts and other forms of media. Who creates knowledge and what do we look for to establish credibility. How to evaluate, synthesize, and integrate readings into our own ideas.
2. Concepts from rhetoric and argumentation. The classical, Rogerian, and Toulminian argument models. What it means to make a claim. How logos, ethos, and pathos function in the development and presentation of ideas. The importance of recognizing logical fallacies, addressing bias, and answering reasonable objections. How argument or persuasion differs from altercation, fighting, or debate, and how to put the emphasis on common ground and goals rather than winning or losing.
3. The writing process and the discourse community. The uses of interaction (feedback) and iteration (revision) to develop skills and ideas, particularly when developing claims and original ideas. Research and writing as recursive and inquiry-based processes within a community of readers and writers who share certain standards, experiences, and/or expectations. Scholarship as a form of ongoing conversation. Revision strategies as a means to discover new ideas.
4. Finding, evaluating, and using information: exploring the economic, social, and legal issues surrounding the use of information. How to use advanced research techniques to locate information, formulate a problem statement, determine the type of information necessary to address it, and evaluate the information critically. How and why to join a scholarly conversation credibly and ethically. How to integrate source materials and avoid plagiarism using a standard citation format.
5. Elements of academic and formal writing, including organization, paragraph structure, sentence structure, style, and formatting/citation expectations, as well as review of grammar, mechanics, and usage, as necessary. Revision and editing strategies to control style and diction effectively.
6. Discussing ideas and offering feedback to other writers in a constructive and respectful manner. Reflecting on one's own writing and learning. Applying skills and strategies from this class to other writing contexts.

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

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

Percent of course: 0%

Section #2 Course Transferability

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

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

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

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

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

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

WR 122 (University of Oregon)

How does it transfer? (Check all that apply)

- ✓ required or support for major
- ✓ general education or distribution requirement

:

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

First term to be offered:

Next available term after approval

:

March 17, 2023

Course Number	Title	Implementation
APR-236IEL	Motors & Controls Lab	2023/SU
MTH-054	Medication Calculations for Medical Assistants	2023/SU

Clackamas Community College
Online Course/Outline Submission System

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

Section #1 General Course Information

Department: Apprenticeship

Submitter

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: APR - 236IEL

Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 36
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: Motors & Controls Lab

Course Description:

This course is the second of two classes required to teach students the basics of Basic Motor Controls, reversing starters, timers, counters and sensing devices and solid state soft starts. Required: Student Petition.

Type of Course: Career Technical Apprenticeship

Reason for the new course:

Lab portion of series.

Can this course be repeated for credit in a degree?

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): Electrician Apprenticeship Technologies AAS and CC

Are there prerequisites to this course?

Yes

Pre-reqs: APR-236IE

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

No

Are there corequisites to this course?

No

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

Yes

Recommendations:

Requirements: Student Petition

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

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Not every term

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. identify components of motor circuits,
2. identify components of motor controls,
3. properly size motor circuits per NEC Article 430,
4. draw ladder diagrams,
5. explain how motor controls work,
6. explain how to wire basic motor controls.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Orientation, NEC Article 430 layout.
2. General principles of motor controls.
3. Symbols and schematic diagrams, ladder diagram basics.
4. Starters, overloads, and relays.
5. Timer relays, pressure sensors, float switches.
6. Design multi-motor circuits and overcurrent.
7. Design control circuits for a specific scenario with ladder diagram.

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

Date approved: January 24, 2020 Certified General Education Area(s): None

Section #1 General Course Information

Department: Mathematics

Submitter

First Name: Morgan

Last Name: Chase

Phone: 6592

Email: morganc

Course Prefix and Number: MTH - 054

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: Medication Calculations for Medical Assistants

Course Description:

This course is for students in the Medical Assistant program. Topics include problem solving, accuracy and precision of various systems of measurement, and calculating medication doses.

Type of Course: Developmental Education

Can this course be repeated for credit in a degree?

No

Are there prerequisites to this course?

Yes

Pre-reqs: MTH-020 with a C or better, or placement in MTH-060

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 must be enrolled in current Medical Assistant cohort

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: Computation

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ **Winter**

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. solve problems involving fractions, decimals, ratios, and percents;

2. convert units within and between the apothecary, U.S. household, and metric systems;
3. compute medication dosages using proportions, formulas, or dimensional analysis;
4. read medication labels, and read and transcribe medication orders, using correct terminology and abbreviations;
5. compute pediatric dosages based on body weight and/or body surface area;
6. think critically with regards to patient safety (e.g., estimating whether a calculated dosage is too large or too small, or recognizing that a medication order is unsafe for some reason).

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Review of Arithmetic.
 - a. Fractions.
 - b. Decimals.
 - c. Ratio.
 - d. Proportion.
 - e. Percents.
2. Units and Measurements for the Calculation of Drug Dosages
 - a. Metric and Household.
 - b. Apothecary and Household.
 - c. Apothecary and Metric.
3. Methods of Administration and Calculation.
 - a. Medication Administration.
 - b. Understanding Medication Orders.
 - c. Medication Administration Records.
 - d. Reading Medication Labels.
 - e. Calculating Doses Using Ratio-Proportion.
 - f. Dose Calculation Using the Formula Method.
 - g. Dose Calculation Using Dimensional Analysis (optional).
4. Oral and Parenteral Dose Forms, Insulin, and Pediatric Dose Calculations.
 - a. Calculation of Oral Medications.
 - b. Calculation of Parenteral Medications.
 - c. Calculations of Medications involving Powdered Drugs.
 - d. Administering Insulin.
 - e. Calculation of Pediatric Doses.

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 2020

March 17, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
MFG-209	33 LECT; 3 Credits	33 LECT, 11LAB; 3 Credits
J-215	33 LECT; 3 Credits	44 LECT; 4 Credits
J-220	44 LECT/11LAB; 4 Credits	44 LECT; 4 Credits
J-221	44 LECT/11LAB; 4 Credits	44 LECT; 4 Credits
J-225	33 LECT; 3 Credits	44 LECT; 4 Credits
J-235	33 LECT; 3 Credits	44 LECT; 4 Credits
ART-225	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
ART-226	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
ART-227	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
ART-262	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-106	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-107	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-108	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-109	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-205	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-221	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-222	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-291	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits
DMC-292	66 LE/LA; 3 Credits	33 LECT, 33 LAB;4 Credits

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: IDTD

Submitter

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

Course Prefix and Number: MFG - 209

Credits: 3

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours): 11
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: Programming & Automation for Manufacturing

Course Description:

A high-level computer literacy course for technologists. The focus of this course is on structured computer programming in the Visual Basic language and the application of programming industrial automation. Basic knowledge of the PC required.

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?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: MFG-109

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?

✓ **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. write simple application programs for the PC in the Visual Basic language;
2. understand the steps in the application development cycle;
3. design user-friendly interfaces for applications based upon Windows standards;
4. demonstrate a working knowledge of programming logic as related to all computer languages;
5. implement programming logic and elements such as variables, sub-routines, functions, decision structures and loops to solve computing problems;
6. create software applications for automation and data acquisition.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Visual Basic.
 - a. GUI design.
 - b. Standard and Professional controls.
 - c. VB language intro.
 - d. Variables.
 - e. Data types and formats.
 - f. Decisions and loops.
 - g. Subroutines and Functions.
2. Automation.
 - a. Computer Interfacing and Data Acquisition.
 - b. Electromechanical Actuation.
 - c. Industrial Sensors.

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: Melissa
Last Name: Jones
Phone: 3261
Email: melissaj

Course Prefix and Number: J - 215

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: College News: Writing & Photography

Course Description:

Students work as writers, photographers and editors on The Clackamas Print, the college's student-run news website, newspaper and social media sites. Students study and produce journalism stories and photos. In doing so, they learn different writing styles, photography rules, ethical standards of news gathering and the rights of a free press in a democracy. May be repeated for up to 8 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? 8

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 DMC, Career Pathway Certificate:Multimedia Journalist

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: Placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ **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. write news stories, take photographs and produce journalism for publication online and in print;
2. work with a peer group toward a common goal;
3. conduct interviews in a professional manner;
4. synthesize information gathered from sources to put together news content;
5. write photo captions with no errors;
6. research, collect and evaluate information for use in news stories;
7. generate story ideas with an understanding of what constitutes news on and around a college campus;
8. practice ethical journalism in gathering information;
9. process advertising requests.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. News gathering techniques.
2. Story idea generation.
3. Journalism ethics.
4. Associated Press style.
5. Interviewing.
6. News writing.
7. Feature writing.
8. Sports writing.
9. Editorial writing.
10. Photography.
11. Advertising sales.
12. Copy editing.
13. Writing for online and print.
14. Media law.
15. Journalism rights and responsibilities.
16. Copyright.
17. Libel.

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"/> OSU (Oregon State University) | <input checked="" type="checkbox"/> SOU (Southern Oregon University) |
| | <input checked="" type="checkbox"/> UO (University of Oregon) |
| | <input checked="" type="checkbox"/> WOU (Western Oregon University) |

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

WR 228, Media Writing, Portland State University

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: COTA

Submitter

First Name: Melissa
Last Name: Jones
Phone: 3261
Email: melissaj

Course Prefix and Number: J - 220

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: Podcasting and Video Journalism

Course Description:

Students will learn to produce and publish audio and video news stories for a variety of media, including podcasting platforms, YouTube and social media.

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): Digital Media Communications, Entry Level Journalist Career Pathway 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: WRD-098 or placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ 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. produce news stories in appropriate audio, video or digital formats that abide by journalistic standards;
2. research topics needed for objective reporting;
3. record interviews for reproduction for broadcast on digital media channels;
4. shoot properly framed shots suitable for broadcast;
5. apply copyright and libel laws to journalism projects.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Writing.
2. Story ideas.
3. Interviewing.
4. Podcasting.
5. Social Media.
6. Microphone and camera operation.
7. Audio and video editing software.
8. Libel.
9. Copyright.

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)

✓ UO (University of Oregon)

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

Digital Video Production (UO)

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: COTA

Submitter

First Name: Melissa
Last Name: Jones
Phone: 3261
Email: melissaj

Course Prefix and Number: J - 221

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: Intermediate Podcasting and Video Journalism

Course Description:

Students will learn intermediate skills to produce and publish audio and video news stories for a variety of media, including podcasting platforms, YouTube and social media.

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): Digital Media Communications, Entry Level Journalist Career Pathway Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: J-220 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: WRD-098 or placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **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. produce intermediate news stories by recording original audio and video;
2. edit audio and video news stories with multiple sources;
3. compress audio and video into needed formats;
4. upload and update video and video news stories onto an internet server or website;
5. review content for potential copyright and libel issues.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Intermediate writing.
2. Intermediate story ideas.
3. Intermediate interviewing.
4. Intermediate podcasting.
5. Integrated social media.
6. Microphone and camera operation.
7. Audio and video editing software.
8. Libel.
9. Copyright.

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)

UO (University of Oregon)

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

Digital Video Production (UO)

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: COTA

Submitter

First Name: Melissa
Last Name: Jones
Phone: 5035943261
Email: melissaj

Course Prefix and Number: J - 225

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: Intermediate College News: Writing & Photography

Course Description:

Intermediate news writing and photojournalism for publication in the student-run Clackamas Print news website, newspaper and social media sites. Generate original story ideas, publish photo essays and complete more complicated interviews on multiple projects in news, arts, sports and opinion writing. Apply media ethics to social, online and print media. May be repeated for up to 8 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? 8

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): Career pathway certificate: Entry Level Multimedia Journalist and AAS DMC

Are there prerequisites to this course?

Yes

Pre-reqs: J-215

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: Placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ 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. write multiple news stories, take photographs and write accurate captions on deadline for publication online and in print;
2. conduct interviews in a professional manner while juggling multiple stories simultaneously;
3. synthesize information gathered from sources to put together news stories and photos in an ethical manner;
4. research, collect and evaluate information for use in journalism;
5. generate original story ideas with an understanding of what constitutes news on and around a college campus;
6. edit the work of others using Associated Press style and applying journalism ethics.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. News gathering techniques.
2. Story idea generation.
3. Journalism ethics.
4. Associated Press style.
5. Interviewing.
6. News writing.
7. Feature writing.
8. Sports writing.
9. Photography.
10. Writing for online and print.
11. Media law.
12. Journalism rights and responsibilities.
13. Copyright.
14. Libel.
15. Editorial writing.
16. Copy editing.

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

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

Lower division journalism elective.
Portland State
Wr 228 Media Writing

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

:

Clackamas Community College
Online Course/Outline Submission System

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Print

Edit

Delete

Back

Reject

Publish

Section #1 General Course Information

Department: COTA

Submitter

First Name: Melissa

Last Name: Jones

Phone: 5035943261

Email: melissaj

Course Prefix and Number: J - 235

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: Advanced College News: Writing & Photography

Course Description:

Advanced news writing and photography for publication online, in social media and in the student-run newspaper, The Clackamas Print. Students apply Associated Press style, use journalism ethics and cover a variety of topics and events in words and photos to build their journalism portfolios. May be repeated for up to 8 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? 8

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): Career Pathway Certificate: Entry Level Multimedia Journalist and AAS DMC

Are there prerequisites to this course?

Yes

Pre-reqs: J-225

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: Placement in WR-121

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ **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. write multiple stories in a variety of styles, take photographs in a variety of styles and write accurate captions for publication online or in print using Associated Press style;
2. conduct interviews in a timely, professional manner while juggling multiple stories simultaneously;
3. synthesize information gathered from interviews, documents and elsewhere to put together news stories and photos in an ethical manner;
4. research, collect and evaluate multiple sources of information for use in news stories;
5. generate original story ideas and provide information on how to obtain interviews and information with an understanding of what constitutes news;
6. edit the work of student writers while using Associated Press style and appropriate journalism ethics.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. News gathering techniques.
2. Story idea generation.
3. Journalism ethics.
4. Associated Press style.
5. Interviewing.
6. News writing.
7. Feature writing.
8. Sports writing.
9. Photography.
10. Writing for online and print.
11. Media law.
12. Journalism rights and responsibilities.
13. Copyright.
14. Libel.
15. Editorial writing.
16. Copy editing.

- 17. Advertising sales.
- 18. Coordinated coverage among multiple media platforms.

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

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

Lower division journalism elective

Portland State
Wr 228 Media Writing

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Art

Submitter

First Name: **Nora**
Last Name: **Brodnicki**
Phone: **3036**
Email: **norab**

Course Prefix and Number: ART - 225

Credits: 4

Contact hours

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

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

Course Title: Computer Graphics I

Course Description:

Introduction to the use of digital graphics programs. Photo manipulation, illustration, and compositing techniques will be explored. Design principles and creative composition will be emphasized. Historical and contemporary issues related to graphic design aesthetics will be considered.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): AAS-DMC-Motion Graphics and Computer Animation

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: ART-115

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**

✓ **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. identify the concepts and language of Graphic Design;
2. demonstrate use of the modern tools of this trade (the industry standard hardware and software applications);
3. demonstrate technical skills in Photoshop, Illustrator, and In-Design;
4. generate creative solutions in the production and completion of Graphic Design works;
5. design works that explore personal expression, iconography, and purpose;
6. identify the historical, cultural, theoretical, and aesthetic evolution of the Graphic Design practice;
7. critically analyze, interpret, and describe design works using relevant design concepts.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to computers and formats.
2. Introduction to Photoshop and Illustrator- Interface, tools, and tabs.
3. Elements of design: line, space, texture, shape, color, value.
4. Principles and concepts in design: harmony, variety, unity, balance, gravity.
5. Introduction to the history of graphic design.
6. Group critiques of finished 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)**
- OIT (Oregon Institute of Technology)**
- OSU (Oregon State University)**

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

At PSU-Art 120, At OIT-Elective.

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

:

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: ART - 226

Credits: 4

Contact hours

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

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

Course Title: Computer Graphics II

Course Description:

Continue exploring the processes of digital graphics programs. More advanced aspects of image compositing, bit mapping, layering, and using channels in Photoshop. More advanced aspects of vector graphics creation and document creation in Illustrator and InDesign. Creative problem solving, design applications and contemporary issues will be explored. Historical reference and current trends in digital media will continue to be examined.

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): DMC-AAS- Motion Graphics focus area

Are there prerequisites to this course?

Yes

Pre-reqs: ART-225

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?

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?

✓ 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 and employ the concepts and language of Graphic Design;
2. Demonstrate use of the modern tools of this trade and the industry standard hardware and software applications;
3. Use an intermediate working knowledge of Photoshop, Illustrator, and In-Design;
4. Identify Graphic Design's significance to social, cultural, political, and economic change;
5. Generate creative solutions in the production and completion of Graphic Design works;
6. Design works that explore personal expression, iconography, and purpose;
7. Critically analyze, interpret, and describe design works using relevant design concepts;
8. Identify the historical, cultural, theoretical, and aesthetic evolution of the Graphic Design practice.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Historical aspects of Graphic Design.
2. Intermediate concepts in Photoshop, Illustrator and InDesign.
3. Evolution of Design principles in computer graphics.
4. Visual communication.
5. Info-graphics.
5. Group critiques of finished 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)**
- OIT (Oregon Institute of Technology)**
- OSU (Oregon State University)**

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

At PSU-Elective At OIT-Elective

How does it transfer? (Check all that apply)

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: Art

Submitter

First Name: **Nora**
Last Name: **Brodnicki**
Phone: **3036**
Email: **norab**

Course Prefix and Number: ART - 227

Credits: 4

Contact hours

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

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

Course Title: Computer Graphics III

Course Description:

Advanced use of multi-digital formats to create images, compositions and documents. Develop a design portfolio. Design principles, creative problem solving, historical and contemporary issues in graphics and aesthetics will be analyzed.

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): Web Design and Development-AAS/ DMC-AAS elective

Are there prerequisites to this course?

Yes

Pre-reqs: ART-226

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?

✓ 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 advanced concepts and language of Graphic Design;
2. demonstrate advanced knowledge of the tools of this trade, and the industry standard hardware and software applications;
3. demonstrate advanced knowledge of Photoshop, Illustrator, and InDesign;
4. critically analyze Graphic Design's significance to social and economic change;
5. design works that explore personal expression, iconography, and purpose;
6. critically interpret the historical, cultural, theoretical, and aesthetic evolution of the Graphic Design practice;
7. identify career options in the field of Graphic Design;
8. critically analyze, interpret, and describe design works using relevant design concepts;
9. present a professional Graphic Design Portfolio.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Advanced principles of typography.
2. Design industry standards and expectations.
3. Visual communication.
4. Package design.
5. Advertising design.
6. Portfolio and Professional Presentation.
7. Group critiques of finished 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)
- OIT (Oregon Institute of Technology)
- OSU (Oregon State University)

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

At PSU- Elective, At-OIT-Elective

How does it transfer? (Check all that apply)

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: ART - 262

Credits: 4

Contact hours

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

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

Course Title: Digital Photography & Photo-Imaging

Course Description:

Introduces concepts, techniques, practices, aesthetics and ethics of photographic imaging and image-making with digital technology. Students will use imaging software.

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): **DMC-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?

Yes

Recommendations:

Requirements: Access to a digital camera with adjustable exposure controls

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. use a digital camera in automatic mode to take photos, download, save and print them;
2. use a digital camera in manual control mode, effectively controlling a camera's focal length, aperture, depth-of-field, shutter speed, and focus method;
3. use imaging software to edit, organize, print, and save digital photos;
4. use imaging software to enhance digital photos through the use of cropping, transforms, levels & histograms, filters, cloning and other techniques;
5. use imaging software tools for special effects, such as panoramic shots, photo-collages, sepia-toned, and art filters;
6. describe effective use of composition, color, and lighting;
7. use a digital camera for shooting landscapes, portraits, action, products and groups;
8. articulate design concepts in self and group critiques of compositions.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Choosing equipment.
2. Lens, depth of field, focusing, speed.
3. Light, exposure.
4. Composition: rules of texture, pattern, light & form, editing, rotate & crop.
5. Color theory, color composition & spatial.
6. Selection tools.
7. Layers.
8. Filters.
9. Organizer & tags.
10. Printing and/or displaying on the web.
11. Critique.

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)

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

PSU offers ART-261 Digital Photography. OSU offers ART-263 Digital Photography

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 106

Credits: 4

Contact hours

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

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

Course Title: Animation & Motion Graphics I

Course Description:

Introduction to the fundamentals of animation and motion graphics design. This project-based course will explore experimental and new technological approaches to creating digital effects and animation for video and web-based applications. Students will learn the basics of industry standard 3D and compositing software to create successful VFX, 3D Animation, and Motion Graphics projects.

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): DMC 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?

Yes

Recommendations: ART-225 and DMC-104

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?

✓ **Fall**

✓ **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. proficiently use the Adobe After Effects software compositing tools and timeline for the creation of a motion graphics reel;
2. model 3D assets for a composition using Maxon Cinema 4D software;
3. create a composition that exhibits an understanding of the integration of video, graphics, audio, animation, and/or 3D models;
4. create layers and apply keyframes for text, shape, and character animations;
5. render and output motion graphics and VFX projects for video and the web;
6. discuss the history of time-based media and the various stages of the animation process from character and script development through storyboarding, keyframing, timing and integration of various media;
7. convert the workflow of commercial art projects, from concept sketches to the final product.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to Motion Graphics Workflow.
2. Basic Animation, Compositing and Presets.
3. Basic Layers & Keyframes.
4. Basic Text Animation.
5. Basic Abstract & Shape Animation.
6. Basic Masking.
7. Basic 3D Character Animation workflow.
8. Basic 3D Modeling.
9. Basic 3D Animation.
10. Rendering & Output.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 107

Credits: 4

Contact hours

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

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

Course Title: Animation & Motion Graphics II

Course Description:

This project-based course will explore intermediate aspects of experimental and new technological approaches to creating digital effects and animation for video and web-based applications. Students will learn intermediate features of Adobe After Effects to create successful motion graphics projects.

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): DMC AAS

Are there prerequisites to this course?

Yes

Pre-reqs: DMC-106

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: ART-225, DMC-104, and DMC-221. Previous experience with computer graphics and digital video

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. proficiently use the Adobe After Effects software compositing tools and timeline for the creation of a portfolio quality motion graphics reel;
2. create intermediate level animation using Adobe After Effects using an understanding of the integration of video, graphics, audio, animation, and/or still images;
3. create advanced layer and keyframe functions for text, shape, and character animations;
4. render and output a motion graphics project for video and the web;
5. discuss the history of time-based media and the various stages of the animation process from character and script development through storyboarding, keyframing, timing and integration of various media;
6. convert the workflow of commercial art projects, from concept sketches to the final product.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Motion Graphics Workflow.
2. Animation Compositing and Presets.
3. Layers & Keyframes.
4. Text Animation.
5. Abstract & Shape Animation.
6. Lights and Cameras.
7. Masking.
8. Character Animation.
9. Narrative Development.
10. Basic 3D Modeling.
11. Basic 3D Animation.
12. Rendering & Output.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 108

Credits: 4

Contact hours

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

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

Course Title: Animation & Motion Graphics III

Course Description:

Continuation of the process of animation and motion graphics design. This project-based course explores advanced aspects of experimental and new technological approaches to creating digital effects and animation for video and web-based applications. The course presents advanced aspects of industry standard 3D and compositing software to create successful VFX, 3D Animation, and Motion Graphics projects.

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): AAS DMC

Are there prerequisites to this course?

Yes

Pre-reqs: DMC-107

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?

✓ 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. proficiently use the Adobe After Effects software compositing tools and timeline for the creation of professional level motion graphics reel;
2. create advanced animation projects using Adobe After Effects and Maxon Cinema 4D software;
3. exhibit an advanced understanding of the integration of video, graphics, audio, animation, and/or 3D assets;
4. create advanced layer and keyframe functions for text, shape, and character animations;
5. render and output professional motion graphics and VFX projects for video and the web;
6. understand and engage with the history of time-based media and the various stages of the animation process from character and script development through storyboarding, keyframing, timing and integration of various media;
7. practice the workflow of commercial art projects, from concept sketches to the final product;
8. develop and present professional level Portfolio of Motion Graphics/VFX Reel.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Motion Graphics and VFX Workflow and Professional Expectations.
2. Advanced Animation Compositing and Presets.
3. Advanced Layers & Keyframes.
4. Parenting, Nesting, and Precompositing.
5. Advanced Typographical Animation.
6. Advanced Abstract & Shape Animation.
7. Advanced Compositing.
8. Advanced 3D Character Animation workflow.
9. Advanced Narrative development.
10. Advanced Lights and Camera Functions.
11. Effects and Presets.
12. Advanced 3D Modeling.
13. Advanced 3D Animation.
14. Advanced Rendering & Output.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 109

Credits: 4

Contact hours

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

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

Course Title: Introduction to Stop Motion Animation

Course Description:

Introduces basic stop motion animation tools, materials, techniques and elements of storyboarding, scripting, narrative development, compositing, special effects and audio integration into a final group film. Assignments include character development, rigging, set creation, photography, video compositing, and audio recording and synching. Uses digital cameras and industry-standard stop motion software.

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): DMC AAS- elective

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: DMC-106 and ART-225

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?

✓ **Not every year**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. demonstrate an ability to plan and film/photograph an animated story using stop motion techniques and edit the resulting footage into a completed film;
2. demonstrate an ability to develop and use characters, symbols and storytelling as they relate to communication and expression in film and media arts;
3. proficiently use skills related to character development and storytelling;
4. proficiently use various stop motion media and craft approaches and to have an increased knowledge of Animation and Film History.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Persistence of Motion, the Phi Phenomenon, frame rate, and the perception of motion using still images.
2. Explore pre-production, production and post-production for a stop motion film.
3. Set design for stop motion, including Forced Perspective.
4. Use of character and story arc to communicate meaning in a film.
5. Shape, form, movement, space, color, and composition in relation to film.
6. Value and color in light and shadow in stop motion sets.
7. Individual and group movements in animation.
8. Varied stop motion and general animation techniques and craft.
9. Basic audio recording and syncing to action.
10. Sound effects and music and their impact on and relation to perceived vision.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 205

Credits: 4

Contact hours

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

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

Course Title: Directing for Film & Video

Course Description:

This course provides students interested in filmmaking the opportunity to develop the skills needed to successfully direct films and performances specifically for the screen.

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): Digital Multimedia Communications 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?

Yes

Recommendations: DMC-104, DMC-264, and WR-121

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?

✓ **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. cast roles and rehearse with actors;
2. work with cast and crew to insure proper blocking of scenes;
3. direct non-linear performances according to a written script.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Conducting a casting call with local actors and selecting the right actors.
2. Conducting read-throughs, rehearsals, and script rewrites.
3. Work with actors to better represent the script.
4. Establish proper blocking on location while orchestrating cast and crew.
5. Create proper shot lists for shooting.
6. Direct non-sequential performances for film.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 221

Credits: 4

Contact hours

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

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

Course Title: Introduction to 2D Animation: Design & Techniques

Course Description:

Introduces the principles of 2D digital animation using the latest industry standard software. The course will emphasize design and physical principles, analytical skills, and creativity. Students will learn the fundamental principles of animation, character and environment design, FX animation, and basic narrative development, in order to create successful animated projects.

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): DMC 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?

Yes

Recommendations: ART-225 or equivalent experience

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: No

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. apply imaging and animation software drawing tools and timeline;
2. apply the 12 Principles of Animation to an animation project;
3. identify the advantages and disadvantages of symbol animation versus frame-based animation;
4. create an animated cartoon using imaging and animation software incorporating images, animations, sound effects, and music;
5. apply the time-saving features of animation software, such as the symbols library, pattern brushes and vector brush smoothing, and the motion editor;
6. apply best practices and design principles as they relate to the animation software and demonstrate that knowledge in their projects;
7. list the various stages of the animation process and follow through each stage.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction – Traditional and Digital Animation Explained
2. Production Pipeline
3. Digital Animation Software and Practice
4. Illustration Concepts
5. Narrative Development
6. Imaging software animation 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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 222

Credits: 4

Contact hours

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

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

Course Title: Advanced 2D Animation: Design & Techniques

Course Description:

Covers advanced principles of 2D animation using the latest industry standard software. The course will emphasize professional workflow and techniques of animation production for multimedia platforms. This includes visual development and pre-production, advanced character design and physics, advanced environment design, FX animation and post-production, portfolio presentation, and industry expectations.

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): DMC AAS

Are there prerequisites to this course?

Yes

Pre-reqs: DMC-221 or Student Petition

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. demonstrate proficiency using the industry standard animation and imaging software applications in the development of professional level 2D animation;
2. recognize and exhibit skills in professional animation workflow and practices;
3. critically analyze creative work and work of others and describe characteristics of well-designed and executed animation;
4. create digital 2D animation based on current industry trends and practices;
5. describe cinematic expression.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Advanced application of 12 Principles of Animation.
2. Developing Character Model sheets.
3. Character and Environment - Visual Development
4. Run and Walk cycles.
5. 1s, 2s, and 3s-when to use.
6. Building an Animatic to aid timing.
7. Effects animation – fire, clouds/smoke/dust, explosions, vibrations, lightning, etc.
8. Proper staging – economy of staging – Relevant Film theories.
9. Handling scenes and camera movements – 180 degree rule, Continuity, etc.
10. Portfolio Development and Industry expectations.

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

Print

Edit

Delete

Back

Reject

Publish

Section #1 General Course Information

Department: Art

Submitter

First Name: Nora

Last Name: Brodnicki

Phone: 3036

Email: norab

Course Prefix and Number: DMC - 291

Credits: 4

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours): 33

Total course hours: 66

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

Course Title: Digital Media Communications Portfolio Project I

Course Description:

This course is an individual portfolio project class for Digital Media Communications (DMC) students. Students create an original finished work representative of one of the focus areas included in the DMC program. Students will develop a professional online portfolio (website) that represents their skills in their chosen DMC focus area in preparation for internships and employment. The process of portfolio production at this level includes planning for, refining and completing a project, presentation of the completed work, and project assessment.

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): Digital Multimedia Communications AAS

Are there prerequisites to this course?

Yes

Pre-reqs: DMC-100 and DMC-104

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: Two courses from a DMC Focus Area

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?

✓ **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 and create an individual portfolio project using technical skills;
2. develop and maintain a project timeline;
3. implement effective design practices appropriate for the project's requirements and client's needs;
4. perform a client/market needs analysis to determine the scope and technologies needed;
5. develop and update a website with links to social media.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Client/ project needs assessment/ market analysis/ budget.
2. Project planning and timeline with key benchmarks.
3. Individual portfolio project development, refinement, revision and completion.
4. Online portfolios (website) representative of chosen DMC focus area.
5. Online Portfolio Presentation and Critique.

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: Art

Submitter

First Name: Nora
Last Name: Brodnicki
Phone: 3036
Email: norab

Course Prefix and Number: DMC - 292

Credits: 4

Contact hours

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

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

Course Title: Digital Media Communications Portfolio Project II

Course Description:

This course is a group-focused portfolio project class for Digital Media Communications (DMC) students. The purpose of this course is to provide students the opportunity to combine their skills, knowledge, and special interests in development of a collaboratively planned and produced original work representative of more than one of the focus areas in the DMC program. The process of portfolio production at this level includes working with peers in designing, planning, refining and completing a group project. Students will also further develop their professional online portfolio (website) to represent their skills in their DMC focus area in preparation for internships and employment.

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): Digital Multimedia Communications AAS

Are there prerequisites to this course?

Yes

Pre-reqs: DMC-291

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?

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?

✓ 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, plan and produce a project with a team;
2. develop a project timeline with a team;
3. collaboratively implement technical skills for project completion;
4. discuss and implement with a team, effective design practices that are appropriate for a project's requirements and client's needs;
5. use editing tools and techniques in the refinement of an animatic to final project;
6. identify ethical and legal considerations in the creation of digital media work;
7. present completed work in a refined and professional manner;
8. perform a client/market/project needs analysis to determine the scope and technologies needed;
9. develop and update a resume and website with links to social media.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Group/team project development, refinement, revision and completion.
2. How to foster a collaborative work environment/ work distribution
3. Resume & Cover letter writing
4. Ethical and legal considerations in the creation of digital media work.
5. Ethical and personal considerations in working with a team.
6. Online Portfolio Presentation and Critique.

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
Digital Media Communications AAS	2023/SU
Entry Level Journalist CPCC	2023/SU
Video Production Technician CPCC	2023/SU
Web Design & Development AAS	2023/SU
Web Design CC	2023/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	<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: Digital Media Communications AAS.DMC1	9.0702			<input checked="" type="checkbox"/> AAS (90-108 credits)
Option Title**				<input type="checkbox"/> OPTION to AAS Degree	
Related Certificates: Entry Level Journalist Career Pathway Video Production Technician Career Pathway				<input type="checkbox"/> Certificate of Completion	

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

LAST AMENDMENT APPROVED ON 01.20.23

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>
<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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Course Title	Hours	Credits	Course	Course Title	Hours	Credits
Associate of Applied Science Degree: 1 st Year							
Fall Term							
ART-115	Basic Design: 2-Dimensional Design	66	4				
ART-262	Digital Photography & Photo-Imaging	66	3	ART-262	Digital Photography & Photo-Imaging	66	4
DMC-100	Introduction to Media Arts	33	3				
WR-121Z	Composition I	44	4				
--	PE/Health/Safety/First Aid requirement		1				
Winter Term							
COMM-100Z Or PSY-101	Introduction to Communication or Human Relations	33-44	3-4				
DMC-104	Digital Video Editing	66	4				
MTH-065 or MTH-050 or higher or CS-161	Algebra II or Technical Mathematics I or higher level Math or Statistics or Computer Science I	44	4				
--	Digital Media Communications program electives		4				
Spring Term							
J-211 Or COMM-212	Mass Media & Society or Mass Media & Society	44	4				
--	Focus Area courses		4				
--	Digital Media Communications program electives		8	--	Digital Media Communications program electives		5
Digital Media Communications Associate of Applied Science Degree: 2 nd Year							
Fall Term							
MUS-247 Or DMC-247	Sound for Media Or Sound for Media	33	3				
--	Focus Area courses		8				
--	Digital Media Communications program electives		4				
Winter Term							

DMC-291	Digital Media Communications Portfolio Project I	66	3	DMC-291	Digital Media Communications Portfolio Project I	66	4
--	Focus Area courses		12				
Spring Term							
BA-101	Introduction to Business	44	4				
DMC-280	Digital Media Communications/CWE	108	3				
DMC-292	Digital Media Communications Portfolio Project II	66	3	DMC-292	Digital Media Communications Portfolio Project II	66	4
--	Focus Area course		4				
Additional Courses from Focus Area							
Complete all courses from one of the following Focus Areas							
Motion Graphics & Computer Animation							
ART-131	Introduction to Drawing	66	4				
ART-225	Computer Graphics I	66	3	ART-225	Computer Graphics I	66	4
ART-226	Computer Graphics II	66	3	ART-226	Computer Graphics II	66	4
DMC-106	Animation & Motion Graphics I	66	3	DMC-106	Animation & Motion Graphics I	66	4
DMC-107	Animation & Motion Graphics II	66	3	DMC-107	Animation & Motion Graphics II	66	4
DMC-221	Introduction to 2D Animation: Design & Techniques	66	3	DMC-221	Introduction to 2D Animation: Design & Techniques	66	4
DMC-222	Advanced 2D Animation: Design & Techniques	66	3	DMC-222	Advanced 2D Animation: Design & Techniques	66	4
MUS-171	Sound Design	22	2	REMOVE			
WR-265	Digital Storytelling	44	4	REMOVE			
Journalism							
ART-120 Or MUS-171	Creativity/Ideation Or Sound Design	22-33	2	REMOVE			
ART-225	Computer Graphics I	66	3	ART-225	Computer Graphics I	66	4
J-134	Photojournalism	44	4				
J-215	College Newspaper: Writing & Photography	33	3	J-215	College News: Writing & Photography	44	4
J-216	Writing for Media	44	4				
J-220 Or DMC-230	Podcasting and Video Journalism Or Documentary Film Production	44-66	4				
J-226	Introduction to College News: Design & Production	44	4				
WR-240 Or WR-265	Creative Nonfiction Writing I Or Digital Storytelling	44	4				
Video Production							
ART-120	Creativity/Ideation	22-33	2	REMOVE			

Or MUS-171	Or Sound Design						
DMC-106	Animation & Motion Graphics I	66	3	DMC-106	Animation & Motion Graphics I	66	4
DMC-205	Directing for Film & Video	66	3	DMC-205	Directing for Film & Video	66	4
DMC-230	Documentary Film Production	66	4				
DMC-264	Digital Filmmaking	66	4				
DMC-265	Advanced Digital Filmmaking	66	4				
ENG-194	Introduction to Film	44	4				
WR-262	Introduction to Screenwriting	44	4				

Music & Sound for Media

DMC-242	Field Recording for Media	10	1				
MUS-101	Music Fundamentals	33	3				
MUS-106 Or MUS-149	Audio Recording at Home Or Advanced Pro Tools Editing Techniques	11	1				
MUS-107	Introduction to Audio Recording I	33	3				
MUS-108	Introduction to Audio Recording II	33	3				
MUS-141	Introduction to the Music Business	33	3				
MUS-142	Introduction to Electronic Music I: MIDI	33	3				
MUS-143	Introduction to Electronic Music II: Sequencing, Audio Looping, Sound EFX	33	3				
MUS-145	Introduction to Digital Sound, Video & Animation	33	3				
MUS-147	Music, Sound & Moviemaking	11	1				
MUS-170	Introduction to Scoring Music for Media	22	2				
MUS-171	Sound Design	22	2				

DMC Program Electives

Additional selected electives must be from different subject areas, from the following list of prefixes: ART, BA, COMM, CS, DMC, EFA, ENG, FYE, J, MUS, TA, or WR.	Additional selected electives must be from different subject areas, from the following list of prefixes: ART, BA, COMM, CS, DMC, EFA, ENG, FYE, J, MUS, SPN , TA, or WR.
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TOTAL CURRENT CREDITS:	90-91	TOTAL PROPOSED CREDITS:	
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College Contact	Nora Brodnicki	Telephone No.	
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	



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 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: Digital Media Communications 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 Entry Level Journalist – Career Pathway CC.ELVLJRNLS	9.0702			<input checked="" type="checkbox"/> Career Pathway (12-44)	44-45

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

LAST AMENDMENT APPROVED ON 01.20.23

TYPE OF PROGRAM AMENDMENT

(Check ALL That Apply)

<input type="checkbox"/> New Program++ Title Change for Program	<input checked="" type="checkbox"/> Curriculum Revision	<input checked="" type="checkbox"/> Revision in Program Credits	<i>Proposed Total Credits:</i>	42-43
<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.]

<i>CURRENT CURRICULUM 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Fall Term							
DMC-100	Introduction to Media Arts	33	3				
DMC-104	Digital Video Editing	66	4				
J-220	Podcasting and Video Journalism	44	4				
WR-121Z	Composition I	44	4				
Winter Term							
COMM-100Z or PSY-101	Introduction to Communication or Human Relations	33-44	3-4				
DMC-230	Documentary Film Production	66	4	REMOVE			
J-215	College Newspaper: Writing & Photography	33	3	J-215	College News: Writing & Photography	44	4
J-216	Writing for Media	44	4				
				DMC-291	Digital Media Communications Portfolio Project I	66	4
Spring Term							
DMC-291	Digital Media Communications Portfolio Project I	66	3	Move to Winter			
J-134	Photojournalism	44	4				
J-211	Mass Media & Society	44	4				
J-226	Introduction to College News: Design & Production	44	4				
TOTAL CURRENT CREDITS:			44-45	TOTAL PROPOSED CREDITS:			42-43

College Contact		Telephone No.	
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	



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 checked="" 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: Digital Media Communications 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 Video Production Technician – Career Pathway CC.VIDEOPRODTECH	9.0702			<input checked="" type="checkbox"/> Career Pathway (12-44)	36-37

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

LAST AMENDMENT APPROVED ON 01.20.23

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> 38-39
<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>	
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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Fall Term							
DMC-100	Introduction to Media Arts	33	3				
DMC-104	Digital Video Editing	66	4				
DMC-247 Or MUS-247	Sound for Media Or Sound for Media	33	3				
DMC-264	Digital Filmmaking	66	4				
Winter Term							
COMM-100Z Or PSY-101	Introduction to Communication or Human Relations	33-44	3-4	Move to Spring			
DMC-106	Animation & Motion Graphics I	66	3	DMC-106	Animation & Motion Graphics I	66	4
WR-121Z	Composition I	44	4				
				DMC-291	Digital Media Communications Portfolio Project I	66	4
Spring Term							
BA-101	Introduction to Business	44	4				
DMC-242	Field Recording for Media	10	1				
DMC-291 Or DMC-292	Digital Media Communications Portfolio Project I Or Digital Media Communications Portfolio Project II	66	3	Move DMC-291 to Winter. Remove DMC-292			
WR-262	Introduction to Screenwriting	44	4				
				COMM-100Z Or PSY-101	Introduction to Communication or Human Relations	33-44	3-4
TOTAL CURRENT CREDITS:			36-37	TOTAL PROPOSED CREDITS:			38-39

College Contact	Nora Brodnicki	Telephone No.	3034
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	



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	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	Current Credits
<i>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</i>	6-digit CIP	7 th digit	8 th digit		
	AAS Title: Web Design & Development AAS.WEBDESIGNDEV	11.1004			<input checked="" type="checkbox"/> AAS (90-108 credits)
Option Title**				<input type="checkbox"/> <i>OPTION</i> to AAS Degree	
Related Certificates: Web Design Certificate				<input type="checkbox"/> Certificate of Completion	

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

Last amendment approved on 01.20.23

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> 97-99
<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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Web Design & Development Associate of Applied Science Degree: 1 st Year							
Fall Term							
ART-225	Computer Graphics I	66	3	ART-225	Computer Graphics I	66	4
CS-125H	HTML & Web Site Design	33	3				
CS-140	Introduction to Operating Systems	44	4				
--	Web Design & Development program elective		4				
Winter Term							
CS-133S	Introduction to JavaScript & Server-Side Scripting	33	3				
CS-151 Or CS-275	Networking 1 Or Database Design	33-66	3-4				
CS-181	CMS Web Development	33	3				
--	Web Design & Development program elective		3				
Spring Term							
ART-226	Computer Graphics II	66	3	ART-226	Computer Graphics II	66	4
CS-135I	Advanced Web Design with Dreamweaver	33	3				
CS-234J	jQuery Web Development	33	3				
CS-234P	PHP/MySQL Web Development	33	3				
Summer Term							
CS-280	Computer Science/CWE	108	3				
MTH-065 Or higher	Algebra II or higher level Math or Statistics	44	4-5				
WR-121Z	Composition I	44	4				
--	Human Relations requirement (see catalog)		3-4				
Web Design & Development Associate of Applied Science Degree: 2 nd Year							
Fall Term							
CS-135DB	Microsoft Access	33	3				
CS-240L	Linux Administration I	44	4				
CS-280	Computer Science/CWE	108	3				
WR-122Z	Composition II	44	4				
Winter Term							
CS-151 Or CS-275	Networking 1 Or Database Design	33-66	3-4				

CS-240W	Windows Desktop Administration	55	3				
CS-280	Computer Science/CWE	108	3				
WR-227Z	Technical Writing	44	4				
--	PE/Health/Safety/First Aid requirement (see catalog)		1				
Spring Term							
ART-227	Computer Graphics III	66	3	ART-227	Computer Graphics III	66	4
BA-103	Business Strategies for Computer Consultants	33	3				
CS-297W	Website Capstone	33	3				
--	Web Design & Development program elective		4				
Web Design & Development Program Electives							
Any ART, BA, CS, or DMC course not included in the Web Design & Development AAS program.							
TOTAL CURRENT CREDITS:			94-96	TOTAL PROPOSED CREDITS:			97-99

College Contact	Debra Carino	Telephone No.	3170
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	



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	<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: Web Design & Development 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 Web Design CC.WEBDESIGN2	11.0801			<input checked="" type="checkbox"/> CC1R Related Certificate (45-60 credits)	52-56

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

Last amendment approved on 01.20.23

TYPE OF PROGRAM AMENDMENT	
(Check ALL That Apply)	
<input type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision
<input type="checkbox"/> Title Change for Program	<input type="checkbox"/> Revision in Program Credits
	Proposed Total Credits: 54-57
<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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Fall Term							
ART-225	Computer Graphics I	66	3	ART-225	Computer Graphics I	66	4
CS-125H	HTML & Web Site Design	33	3				
CS-140	Introduction to Operating Systems	44	4				
--	Web Design program elective		4				
Winter Term							
CS-133S	Introduction to JavaScript & Server-Side Scripting	33	3				
CS-151 Or CS-275	Networking 1 or Database Design	33-66	3-4				
CS-181	CMS Web Development	33	3				
--	Web Design program elective		3				
Spring Term							
ART-226 Or CS-240L	Computer Graphics II or Linux Administration I	44-66	3-4	ART-226 Or CS-240L	Computer Graphics II or Linux Administration I	44-66	4
CS-135I	Advanced Web Design with Dreamweaver	33	3				
CS-234J	jQuery Web Development	33	3				
CS-234P	PHP/MySQL Web Development	33	3				
Summer Term							
CS-280	Computer Science/CWE	108	3				
MTH-065 Or higher	Algebra II or higher level Math or Statistics	44	4-5				
WR-121Z	Composition I	44	4				
--	Human Relations requirement (see catalog)		3-4				
Web Design Program Electives							
Any ART, BA, CS, or DMC course not included in the Web Design CC program.							
TOTAL CURRENT CREDITS:			52-56	TOTAL PROPOSED CREDITS:			54-57

College Contact	Debra Carino	Telephone No.	3170
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	

March 17, 2023

Course Number	Title	Implementation
BA-264	Project Management Tools	2023/SP

Clackamas Community College
Online Course/Outline Submission System

Consent Agenda Requests

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

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

Course Prefix and Number: BA - 264

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: Project Management Tools

Course Description:

This course introduces students to three tools used in managing projects: Microsoft Teams, Microsoft Planner, and Microsoft Project. Students examine the criteria for selecting the right project management tool for task management, work management, and project management. Students learn how to use these tools for communicating and collaborating with project team members and stakeholders; planning a project, adding project tasks, assigning resources and costs; building a project schedule, moving tasks to different phases, tracking project progress, and properly closing out a project. Students will also gain an understanding of how to share project information across applications using dashboards and reports. In addition, students will briefly explore cloud-based options as alternative project management tools.

Type of Course: Career Technical Preparatory

Reason for the new course:

BT-177 is being retired and we are creating a course that will cover various tools that can be used in project management in addition to MS Project. BT-177 ONLY covers MS Project and we want our students to know all tools commonly used in the Project Management profession.

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 Project Management, Project Management CC

Are there prerequisites to this course?

Yes

Pre-reqs: BA-119 and BA-120

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. identify the right project software tool for task management, work management, and project management;
2. apply project management tools for collaborating, communicating, and sharing project information with project team members and stakeholders;
3. determine communication channels and groups;
4. plan a project and create/evaluate project tasks and descriptions;
5. create a project schedule and analyze status of tasks, and identify tasks to move to different phases and final approval during project execution;
6. determine assignment of tasks, resources, and costs in a project;
7. create dashboards and utilize standard and customized reports for stakeholder communication;
8. perform the steps necessary in closing out a project.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Project software selection
2. Project team collaboration and communication
3. Project communication channels and groups
4. Project plan, schedule, and tasks
5. Project resource and cost assignments
6. Project tasks moving and tracking status
7. Project reports and information sharing
8. Project closeout

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
Computer & Network Administration AAS	2023/SU
Computer & Network Administration CC	2023/SU
Computer Application Specialist CC	2023/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
	6-digit CIP	7 th digit	8 th digit		
AAS Title: Computer & Network Administration AAS.COMPNETADMIN	11.0901			<input checked="" type="checkbox"/> AAS (90-108 credits)	91-95
Option Title**				<input type="checkbox"/> <i>OPTION</i> to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input type="checkbox"/> Yes** <input type="checkbox"/> No Related Program: Computer & Network Administration Certificate				<input type="checkbox"/> Certificate of Completion	

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

Last amendment approved 03.03.23

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>	
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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Computer & Network Administration Associate of Applied Science: 1st Year							
Fall Term							
CS-140	Introduction to Operating Systems	44	4				
CS-227	Computer Hardware & Repair	66	4				
WR-101 Or WR-121Z	Workplace Writing or Composition I	44	4				
Winter Term							
CS-151	Networking 1	66	4				
CS-228	Computer OS Maintenance & Repair	66	4				
CS-240W	Windows Desktop Administration	55	3				
--	Computer & Network Administration program elective		3-5				
Spring Term							
CS-152	Networking 2	66	4				
CS-225	Computer End User Support	44	3				
CS-240L	Linux Administration I	44	4				
CS-279W	Windows Server Administration	60	4				
Summer Term							
CS-125H	HTML & Web Site Design	33	3				
CS-280	Computer Science/CWE	108	3				
--	Computation requirement (see catalog)		3				
--	Human Relations requirement (see catalog)		3-4				
Computer & Network Administration Association of Applied Science Degree: 2nd Year							
Fall Term							
CS-135DB	Microsoft Access	33	3				
CS-153	Networking 3	66	4				
CS-280	Computer Science/CWE	108	3				
--	PE/Health/Safety/First Aid requirement (see catalog)		1				
--	Computer & Network Administration program elective		3-4				
Winter Term							
CS-240M	macOS Administration	55	3				
CS-275	Database Design	33	3				
CS-284	Network Security	66	3				

CS-288W	Windows Network Administration	66	4				
Spring Term							
CS-280	Computer Science/CWE	108	3				
CS-297N	Networking Capstone	66	4				
--	Computer & Network Administration program elective		4				
Computer & Network Administration Program Electives							
BA-101 Or BA-103	Introduction to Business or Business Strategies for Computer Consultants	33-44	3-4				
BA-120	Project Management Fundamentals	44	4				
BT-177	Microsoft Project	33	3	REMOVE			
FYE-101	First Year Experience Level I	22	2				
WR-227Z	Technical Writing	44	4				
--	Any computer science course numbered CS-125 or higher		3-4				
				BA-264	Project Management Tools	33	3
TOTAL CURRENT CREDITS:			91-95	TOTAL PROPOSED CREDITS:			

College Contact	Rick Carino	Telephone No.	3167
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature			Date 3/3/23



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 (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	<u>Curren</u> <u>t</u> Credits
	<u>6-digit CIP</u>	<u>7th digit</u>	<u>8th digit</u>		
AAS Title: Computer & Network Administration 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 Computer & Network Administration CC.COMPNETADMIN	11.0901			<input checked="" type="checkbox"/> CC1R Related Certificate (45-60 credits)	53-56

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

Last amendment approved on 03.03.23

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>	
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

CURRENT CURRICULUM 22-23

PROPOSED CURRICULUM 23-24

Course	Title	Hours	Credits	Course	Title	Hours	Credits
Computer & Network Administration Certificate							
Fall Term							
CS-140	Introduction to Operating Systems	44	4				
CS-227	Computer Hardware & Repair	66	4				
WR-101 Or WR-121Z	Workplace Writing or Composition I	44	4				
Winter Term							
CS-151	Networking 1	66	4				
CS-228	Computer OS Maintenance & Repair	66	4				
CS-240W	Windows Desktop Administration	55	3				
--	Computer & Network Administration program elective		3-5				
Spring Term							
CS-152	Networking 2	66	4				
CS-225	Computer End User Support	44	3				
CS-240L	Linux Administration I	44	4				
CS-279W	Windows Server Administration	60	4				
Summer Term							
CS-125H	HTML & Web Site Design	33	3				
CS-280	Computer Science/CWE	108	3				
--	Computation requirement (see catalog)		3				
--	Human Relations requirement (see catalog)		3-4				
Computer & Network Administration Program Electives							
BA-101 Or BA-103	Introduction to Business or Business Strategies for Computer Consultants	33-44	3-4				
BA-120	Project Management Fundamentals	44	4				
BT-177	Microsoft Project	33	3	REMOVE			
FYE-101	First Year Experience Level I	22	2				
WR-227Z	Technical Writing	44	4				
--	Any computer science course numbered CS-125 or higher		3-4				

				BA-264	Project Management Tools	33	3
TOTAL CURRENT CREDITS:			53-56	TOTAL PROPOSED CREDITS:			

College Contact	Rick Carino	Telephone No.	3167
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	3/3/23



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:				<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 Computer Application Specialist CC.COMPAPPSPECIAL	11.0202			<input checked="" type="checkbox"/> CC1 Certificate (45-60 credits)	53-54

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

Last amendment approved on 03.03.23

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>
<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 22-23</i>				<i>PROPOSED CURRICULUM 23-24</i>			
Course	Title	Hours	Credits	Course	Title	Hours	Credits
Fall Term							
CS-140	Introduction to Operating Systems	44	4				
CS-227	Computer Hardware & Repair	66	4				
WR-101 Or WR-121Z	Workplace Writing or Composition I	44	4				
--	Computer Application Specialist program electives		3-4				
Winter Term							
CS-135S	Microsoft Excel	33	3				
CS-135W	Microsoft Word	33	3				
CS-151	Networking 1	66	4				
CS-240W	Windows Desktop Administration	55	3				
Spring Term							
BA-103	Business Strategies for Computer Consultants	33	3				
CS-135DB	Microsoft Access	33	3				
CS-225	Computer End User Support	44	3				
CS-240L	Linux Administration I	44	4				
Summer Term							
CS-125H	HTML & Web Site Design	33	3				
CS-280	Computer Science/CWE	108	3				
--	Computation requirement (see catalog)		3				
--	Human Relations requirement (see catalog)		3				
Computer Application Specialist Program Electives							
BA-101 Or BA-103 Or BA-120	Introduction to Business or Business Strategies for Computer Consultants or Project Management Fundamentals	33-44	3-4				
BT-177	Microsoft Project	33	3	REMOVE			
--	Any computer science course numbered CS-125 or higher		3-4				
				BA-264	Project Management Tools	33	3
TOTAL CURRENT CREDITS:			53-54	TOTAL PROPOSED CREDITS:			

College Contact	Debra Carino	Telephone No.	3170
E-Mail Address		Fax No.	
Chief Academic Officer or PTE Dean Signature		Date	3/3/23

[Courses Due and Overdue for Review 2022-2023](#)

Courses to Be Inactivated 06.30.24



Curriculum Committee Charter

Mission

The Clackamas Community College (CCC) 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

The membership of curriculum committee includes faculty and staff members from varied departments. This reflects an intentional effort to gather broad representation from the College community; these different perspectives help ensure that we can effectively challenge, support, and continuously improve the College's curriculum.

1. Ex Officio positions
 - a. Director, Curriculum Office (non-voting)
 - b. Curriculum and Scheduling Specialist (non-voting)
 - c. Vice President, Instruction and Student Services (INSS)
 - d. Dean, Institutional Effectiveness & Planning (IEP)
 - e. Center for Teaching and Learning Representative
 - f. Associated Student Government (ASG) Representative
 - g. Dean, Academic Foundations and Connections (AFAC)
 - h. Financial Aid Representative
 - i. Graduation Services Representative
 - j. Director, Student Academic Support Services
 - k. Academic and Career Coach Representative
 - l. Dean, Arts and Sciences
 - m. Associate Dean, Arts and Sciences
 - n. Dean, Technology, Applied Science and Public Services (TAPS)
 - o. Associate Dean, TAPS
 - p. Registrar

2. Regular faculty positions
 - a. Faculty from each division are appointed by their dean.
 - b. We value full-time and associate faculty representation. Faculty membership on the committee is reviewed regularly to ensure broad representation from divisions and compliance with relevant bargaining agreements.
 - c. Regular members serve three-year terms.
 - d. Committee may choose to retain a current representative beyond a three-year cycle, with dean approval.

3. Chair
 - a. The committee is chaired by a faculty member who serves a two-year term as chair.
 - b. Chair duties include onboarding new members, leading meetings, putting agenda items up for a vote, checking in with review teams, and sharing updates at College Council.
 - c. In the current chair's final term, a call will be put out to nominate a new chairperson from among the faculty membership.
 - d. After nominations, all members vote on the new chair according to the committee's voting guidelines (below).
 - e. Chair terms can be extended beyond two years if a) they are approved as a continuing member of the committee by their dean, b) they are nominated for an extended term as chair, and c) committee members vote to approve the extended term.

Last Approved 10.15.2021

Review Teams

Review teams evaluate new and revised course outlines according to the Course Revision Guidebook standards. Division review teams are made up of all committee members in that division. Related Instruction and General Education review teams are made up of volunteers from the curriculum committee.

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

Voting Guidelines

1. 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.
2. 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.
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 to provide preparation time for the vote. At that time, it may be decided, or tabled further by a quorum vote.

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 appropriate.

Definitions

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

New Member Orientation

The committee chair will provide orientation to the committee at the first meeting of each year. Additionally, committee members in their first term will be provided orientation by the committee chair and/or their division review team.

Committee Member Expectations/Commitment

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

- Be familiar with Curriculum Committee process documents and Course Outline Review Guidebook
- Review meeting agenda and bring questions/comments to share at the meeting
- Engage in work with divisional review team and other subcommittees as assigned
- Keep department and/or constituent group informed of committee action

Meeting Schedule

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