Curriculum Committee Agenda

June 2, 2023 (8-9:30am)

	Presenter	Action
1. Welcome and Introductions	**Chair**	
2. Approval of Minutes	**Chair**	Approval
3. Consent Agenda a. Course Number Changes b. Course Title Change c. Reviewed Outlines for Approval	**Chair**	Approval
4. Course and Program Approvals		
a. **New Course:** APR-101	**Tiffany Kriesel**	Approval/23.SU
b. **Credits/Hours Change:** ED-101	**Laurette Scott**	Approval/23.SU
c. **Credits/Hours Change:** MFG-209	**Mike Mattson**	Approval/23.SU
d. **New Course:** WLD-102ES	**John Phelps**	Approval/23.SU
e. **New Course:** HP-100	**Virginia Chambers**	Approval/23.SU
f. **Credits/Hours Change:** NUR-100, NUR-100C	**Kelley Stipe**	Approval/23.SU
g. **Program Amendments:** Nursing Assistant - Gerontology Specialist CPCC, Gerontology CC	**Curriculum Office**	Approval/23.SU
h. **New Program:** Emergency Medical Technician CPCC	**Tana Sawzak**	Approval/23.SU
i. **Medical Assistant Changes** a. **Credits/Hours Changes:** MA-160, MA-162 b. **New Courses**: MA-152, 152L, 156, 156L c. **Program Amendment**: Medical Assistant CC	**Sarah Parker**	Approval/23.SU
j. **Automotive Changes** a. **Credits/Hours Changes**: AM-100, AM-118 b. **New Course**: AM-116 c. **New Programs**: Auto Collision Refinish CPCC, Auto Collision Repair CPCC	**Shelly Tracy**	Approval/23.SU
k. **Project Management Changes** a. **Suspension:** Project Management Leadership & Communication CPCC b. **Amendments** i. Project Management AAS ii. Project Management CC iii. Project Management Tools & Techniques CPCC c. **Inactivation**: BA-122, BA-124, BA-126, BT-177	**Bev Forney**	Approval/23.SU
5. Old Business a. Membership: Need Alternate Chair b. Gen Ed Transition Team	**Chair**	
6. New Business a. Proposed Change to Approval Deadlines	**Curriculum Office**	
7. Closing Comments		

Curriculum Committee Minutes

May 19, 2023 (8-9:30am)

Present: ASG (Bethany Day), Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Sharron Furno, Sue Goff, Erin Gravelle, Dawn Hendricks, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Kara Leonard, Mike Mattson, Patricia McFarland, David Plotkin, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Helen Wand, Jim Wentworth-Plato (Alternate Chair)
Guests: Debra Carino, Joan San-Claire
Absent: Hillary Abbott, Dustin Bare, George Burgess, Armetta Burney, Bev Forney, Tracy Nelson, Lisa Reynolds, Chris Sweet, Dru Urbassik, Andrea Vergun

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1. **Welcome & Introductions**

2. **Approval of Minutes**
   a. Approval of the May 5, 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. **New Courses**
      i. ENG-222
         1. Amanda Coffey presented
         2. Equivalent course exists at other universities and recommended for the Early Childhood Education AAOT (MTM)
         3. Similar to ENG-226, but will be focused on Children's and Young Adult Lit

   Motion to approve, approved

   b. **Computer Science Changes**

      Debra Carino presented

      i. Hours/Instructional Method Changes: CS-125H, 133J, 135I, 181, 233J, 234P
         1. All courses changing from 33 LECT, 3 credits to 44 LECT, 4 credits.
         2. CS-125H
            a. Updated/expanded curriculum to include more time on responsive web design and new technologies: flex boxes and CSS-only animation
         3. CS-133J
            a. Formerly CS-133S
            b. Expanded curriculum to include more time working with arrays, object literals, and JSON objects in order to provide sufficient foundations for success in the updated CS 233J class and the new CS 233W and CS 234W classes. Many of the new technologies in those classes (Node.JS, Express, MongoDB) rely heavily on sophisticated manipulation of arrays, objects, objects containing nested arrays, arrays of objects, etc.
         4. CS-135I
            a. Updated/expanded curriculum to include new design tools (Canva, Figma) and technologies that have changed and grown since they were initially introduced (Bootstrap, Git & GitHub integration)
         5. CS-181
            a. Updated/expanded curriculum to include building custom forms in the content management systems and increased time on the shopping cart portion of both the WordPress and Druple units. Students are tasked with creating more sophisticated, flexible carts and integrating additional plugins to increase functionality and security.
         6. CS-233J
            a. formerly CS-234J

b. Updated/expanded curriculum to include using the Node.JS technology to create and manage web application packages in order to better prepare students for industry-accepted workflows in general and new full-stack classes (CS 233W and CS 234W) in particular. Additional time also spent on deploying applications into a professional portfolio

7. CS-234P
    a. Updated/expanded curriculum to include new, object-oriented program architecture introduced in PHP (creating and consuming classes and objects as well as OOP techniques for database access) and more work on building and maintaining an online mySQL database rather than just consuming pre-built databases.

Motion to approve, approved

ii. **New Courses**: CS-233W and CS-234W

1. CS-233W: Updated industry expectations for new employees mean that students need experience with full-stack development tools (Node.js, Express, MongoDb) to be competitive. Course will be used as a key requirement in the Full-Stack Web Development AAS (formerly the Web Design & Development AAS).
2. CS-234W: Students with full-stack skills are in demand in the marketplace. React is the current industry leader in user-interface frameworks. CS 234W will be used as key content in the updated Full-Stack Web Development AAS (formerly Web Design & Development AAS).

Motion to approve, approved

iii. **Program Amendments:**

1. Business AAS
    a. CS-125H and CS-181 credit changes updated in elective courses
    b. Adding FYE-101 as a recommended elective course
    c. Total credits change from 92-96 to 92-98
2. Computer & Network Administration AAS
    a. Updated credits for CS-125H. Swapping WR-121Z our for WR-227Z.
    b. Total credits change from 91-95 to 92-96
3. Computer & Network Administration CC
    a. Updated credits for CS-125H. Swapping WR-121Z for WR-227Z.
    b. Total credits change from 53-56 to 54-57
4. Computer Application Specialist CC
    a. Updated credits for CS-125H. Swapping WR-121Z for WR-227Z.Total credits change from 53-54 to 54-55
5. Web Design & Development AAS
    a. New program title: Full-Stack Web Development AAS
    b. Total credits change from 97-99 to 96-99
6. Web Design CC
    a. New program title: Front-End Web Development CC
    b. Total credits change from 54-57 to 53-55

Motion to approve, approved

c. **Course Inactivation**: BA-156

i. Joan San-Claire presented

ii. Removed from Accounting programs in 2022. Taught for the last time this winter and will no longer be offering it. EC-201 is required instead.

Motion to approve, approved

d. New Program: Early Childhood Education & Family Studies CPCC

i. Dawn Hendricks presented

ii. A 32 credit career pathway certificate under the Early Childhood Education & Family Studies AAS

Motion to approve, approved

5. Old Business

a.

6. New Business

a. Gen Ed Transition Team

i. Elizabeth Carney presented

ii. Providing instruction/support to areas as the Gen Ed Certification process is revised.

7. Closing Comments

a. Reminder that courses need to be reviewed by 5/25/23 to make the last meeting on 6/2/23. There are currently 50 courses under review. At least 21 of them are holding up program amendments
b. Graduation Services requests that Substitution/Waivers be sent over as soon as possible.

-Meeting Adjourned-

Next Meeting: June 2, 2023 (8-9:30am)

Clackamas Community College

CONSENT AGENDA

June 2, 2023

1. Course Title Change

Course	Current Title	Proposed Title
APR-258ED	Multicultural Education	Culturally Responsive Teaching & Education
ED-258	Multicultural Education	Culturally Responsive Teaching & Education
MA-154	Introduction to Medications	Body Systems and Pharmacology
MA-162L	Examination Room Techniques	Examination Room Techniques Lab II
MA-166	Phlebotomy for Medical Assistants	Phlebotomy II
MA-166L	Phlebotomy for Medical Assistants Lab	Phlebotomy II Lab
MTH-010	Fundamentals of Arithmetic	Fundamentals of Arithmetic I

2. Course Number Change

Course	Title	Proposed Course Number
MA-111	Certification Exam Review	MA-188
MA-112	Medical Office Practices	MA-150
MA-113	Seminar I	MA-158
MA-114	Seminar II	MA-168
MA-115	Phlebotomy for Medical Assistants	MA-166
MA-115L	Phlebotomy for Medical Assistants Lab	MA-166L
MA-116	Body Systems and Pharmacology	MA-154
MA-117	Clinical Lab Procedures I	MA-164
MA-117L	Clinical Lab Procedures I Lab	MA-164L
MA-118L	Examination Room Techniques Lab II	MA-162L
MA-119	Medical Assistant Practicum	MA-178
MA-121	Clinical Lab Procedures II	MA-174
MA-121L	Clinical Lab Procedures II Lab	MA-174L

3. Outlines Reviewed for Approval

Course	Title	Implementation
APR-258ED	Culturally Responsive Teaching & Education	2023/SU
BA-128	Project Management: Leadership Strategies	2023/SU
BA-177	Payroll Accounting	2023/SU
BA-261	Consumer Behavior	2023/SU
BA-268	Applied Project Demonstration	2023/SU
BI-120	Introduction to Human Anatomy and Physiology	2023/SU
BI-160	Bird Identification & Taxonomy	2023/SU
BI-160L	Bird Identification & Taxonomy with Lab	2023/SU
COMM-111Z	Public Speaking	2023/SU
DA-120	Clinical Practicum II	2023/SU
ED-150	Creative Activities for Children	2023/SU
ED-258	Culturally Responsive Teaching & Education	2023/SU
ENGR-111	Introduction to Engineering	2023/SU

GRN-280	Gerontology/CWE	2023/SU
MA-150	Medical Office Practices	2023/SU
MA-154	Body Systems and Pharmacology	2023/SU
MA-158	Seminar I	2023/SU
MA-162L	Examination Room Techniques Lab II	2023/SU
MA-164	Clinical Lab Procedures I	2023/SU
MA-164L	Clinical Lab Procedures I Lab	2023/SU
MA-166	Phlebotomy II	2023/SU
MA-166L	Phlebotomy II Lab	2023/SU
MA-168	Seminar II	2023/SU
MA-174	Clinical Lab Procedures II	2023/SU
MA-174L	Clinical Lab Procedures II Lab	2023/SU
MA-178	Medical Assistant Practicum	2023/SU
MA-188	Certification Exam Review	2023/SU
MTH-010	Fundamentals of Arithmetic I	2023/SU
MTH-020	Fundamentals of Arithmetic II	2023/SU
WLD-102	Introduction to Welding	2023/SU
WLD-150	Welding Processes	2023/SU

Clackamas Community College

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Section #1 General Course Information

Department: EHCJ

Submitter

First Name: Laurette
Last Name: Scott
Phone: 5035943840
Email: laurette

Course Prefix and Number: APR - 258ED

 # 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: Culturally Responsive Teaching & Education

Course Description:

Explores historical and systemic inequities in U.S. society and how they impact students, schools, and communities. Provides an overview of the ways in which educators can select culturally appropriate pedagogy, materials, and curriculum in order to serve the needs of an increasingly diverse U.S. educational system. Applies this knowledge in creating classrooms and schools where all students, families, and communities are valued, belong, and thrive.

Type of Course: Career Technical Apprenticeship

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): Early Childhood Education and Family Studies certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Spring

Is this course equivalent to another?

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

Yes

Course Number: ED-258 Title: Culturally Responsive Teaching & Education

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. discuss their own cultural identities and unconscious biases;
2. identify systemic inequities and power dynamics within the structural and historical context of U.S. public schools, and issues of access and exclusion;
3. describe educational practices which inform anti-racist, culturally-responsive pedagogy and inclusive learning environments;
4. identify legal and ethical issues related to multicultural education.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Foundations of Culturally Responsive Education
2. Race and Ethnicity
3. Class and socioeconomic Status
4. Gender
5. Sexual Orientation.
6. Exceptionality
7. Language
8. Religion.
9. Youth culture
10. Education that is Culturally Responsive

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: Business & Computer Science: Business

Submitter

First Name: Beverly
Last Name: Forney
Phone: X3115
Email: beverlyf

Course Prefix and Number: BA - 128

 # 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: Project Management: Leadership Strategies

Course Description:

This course is an introductory course for students to explore different leadership styles. Through introspective exercises/assignments, students will have opportunities to find their leadership voice. Topics include the comparisons among various leadership versus management paradigms, mediation and negotiation techniques, employee engagement, team building, mentor-ship, tactical planning, creative decision-making, managing crisis conversations, and emotional intelligence.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): AAS Project Management; Project Management CC

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ **Fall**
✓ **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. formulate and implement effective leadership strategies;
2. review leadership assessment tools, which may include: Strength Finders, Thomas Killman's Conflict style, DISC, EI, and other types;
3. analyze and apply individual leadership qualities to oneself;
4. identify ways to create and foster reoccurring motivational environments to heighten employee engagement;
5. develop skill sets for optimum team dynamics, team building, subject matter expertise (SME) management, and succession planning;
6. explain tactics to optimize employee-recruitment strategies that promote employee retention or decrease employee turnover;
7. create a negotiation framework addressing internal and external factors that undermine successful outcomes;
8. evaluate methods to achieve accountability for alignment with the organization's vision, mission, goals, and core values;
9. analyze successful practices of servant leaders, ethical decision-making, and employee-centric business environments;
10. compare laws, policies, codes of conduct, and typical practices that constrain or promote managerial autonomy in decision-making;
11. formulate practices that apply to strong holistic working conditions that promote open dialog and critical discourse;
12. identify culturally responsive managerial practices to ensure diversity, inclusivity, and equity among employees or work groups.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1.Workplace Emotional Intelligence
2.Appreciation vs recognition
3 Conflict Assessment
4.Stress Managment
5.Ethical Decision Making
6.Equity Framework
7.Negotiations Canvas
8.Corporate Social Responsibility
9.Train the Trainer - Final

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)

✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

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

Course Prefix and Number: BA - 177

 # 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: Payroll Accounting

Course Description:

This course introduces the student to the basic payroll procedures and transactions that are necessary for recording business transactions that compensate personnel. Included in this introduction are wage, salary, and commission or bonus computation and recording, as well as coverage of the federal laws that affect payroll, taxation, and payroll deductions.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

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

Are there prerequisites to this course?

Yes

Pre-reqs: BA-111 or BA-211

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

No

Are there corequisites to this course?

No

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

Yes

Recommendations: BA-131 or some knowledge of Excel

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?

✓ **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. understand the basic laws affecting payroll, such as the Fair Labor Standards Act;
2. compute earnings and deductions to prepare basic payroll records for salaried and hourly wage personnel;
3. journalize payroll transactions, including taxes;
4. prepare quarterly payroll tax returns required by government;
5. prepare manual and computer entries to maintain a payroll accounting system.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The need for payroll and personnel records, payroll regulation.
2. Computing and paying wages and salaries.
3. Social security taxes.
4. Income tax withholdings.
5. Unemployment compensation taxes.
6. Analyzing and journalizing payroll transactions.

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

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

Percent of course: 0%

Section #2 Course Transferability

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

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

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

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

✓ **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)

PCC, Mt. Hood CC: BA-177 Payroll Accounting

How does it transfer? (Check all that apply)

✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

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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 - 261

 # 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: Consumer Behavior

Course Description:

Seeks to understand how and why people make consumption decisions then apply this understanding to marketing strategies. Concepts of the consumer decision-making process, personal and interpersonal factors and their impact on consumer decisions are major components.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): Business AAS, Retail Management AAS, Marketing Certificate, Retail Management Certificate & Integrated Marketing and Promotion Pathway

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: WRD-090 or placement in WRD-098

Requirements:

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. demonstrate understanding of the consumer decision making process and its implications for marketing decisions;
2. discuss internal influences on the consumer as an individual, and describe their impact on purchase and consumption behavior;
3. discuss external influences on the consumer within a social or cultural context, and describe their impact on purchase and consumption behavior;
4. evaluate the principal theories of consumer behavior and critically assess their strengths, limitations and applications.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Introduction to Consumer Behavior.
Decision Making and Consumer Behavior.
Cultural Influences on Consumer Behavior.
Consumer and Social Well-Being.
Perception.
Learning and Memory.
The Self.
Attitudes and Persuasion.
Group Influence and Situational Influences on Consumer Behavior.
Consumer Identity 1: Sex Roles and Subcultures.
Consumer Identity 2: Social Class and Lifestyles.
Networked Consumers: Word of Mouth, Social Media and Fashion.

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

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

Consumer Behavior

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: Sciences

Submitter

First Name: Michael
Last Name: Patterson
Phone: 3490
Email: michaelp

Course Prefix and Number: BI - 120

 # 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 Human Anatomy and Physiology

Course Description:

This course is designed to serve students as an overview introductory course to human anatomy and physiology. Material covered includes the structure and function of the human body. Basic chemistry and cell structures are covered, as well as the organization of tissues, organs, and organ systems. Correlations can then be made between this material and disease states commonly encountered in health care. Dissection of animal tissues is required.

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:

✓ Writing

✓ Science & Computer Science
✓ Mathematics

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: BI-120L

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

No

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

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Fall
✓ 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. understand the relationship between anatomy and physiology in various human body systems; (SC1)
2. properly use vocabulary associated with the anatomy and physiology of the human body; (SC1)
3. demonstrate, in and outside of a laboratory setting, the basics of chemistry that affect cellular processes; (SC1) (SC2)
4. demonstrate, in and outside of a laboratory setting, cell, tissue and membrane structure and function; (SC1) (SC2)
5. demonstrate, in and outside of a laboratory setting, general anatomical and physiological details of the following organ systems: integumentary (skin), skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive; (SC1) (SC2)
6. relate the course material to the ethical and sociological implications of health and disease and their impact on society.(SC2) (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

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

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**

✓ **Writing Assignments**

✓ **Multiple Choice Test**

✓ **Other Assessment Tools**: Laboratory Experiments, Dissections and Reports

Major Topic Outline:

1. Orientation.
a. Definitions of anatomy and physiology and how they are related.
b. Life functions and the organ systems that accomplish these functions.
c. Homeostasis.
d. Negative Feedback.
e. Planes of division and directional terms.
f. Body cavities, their subdivisions and contents.
2. Basic chemistry and the cell.
a. Characteristics of water and its importance to homeostasis.
b. pH, buffers and homeostasis.
c. Building blocks, structure and functions of carbohydrates, lipids, proteins & nucleic acids.
d. Enzymes, their function and factors influencing their activity.
e. ATP.
f. Cell structure and the cell membrane.
g. Movement of materials through the cell membrane.
h. Limits of cell size and surface area/volume ratio.
3. Tissues, membrane and skin.
a. DNA replication and mitosis.
b. Major tissue types and how they differ structurally and functionally.
c. The different membranes and their locations in the body.
d. Subdivision of the skin and their functions.
d1. Functions of sebaceous and sweat glands and hair.
d2. Temperature feedback loop, the skin, and homeostasis.
e. Skin diseases/disorders.
e1. Burns.
e2. Skin cancer.
4. Skeletal system.
a. Functions of the skeletal system.
b. Classification of bones.
c. Bone tissue structure.
d. Axial and appendicular skeleton.
e. Fetal development of bones.
f. Joint types and their functionality.
g. Skeletal diseases/disorders.
g1. Bone fractures.
g2. Osteoporosis.
5. Muscular system.
a. Types of muscle tissue, their location and function.
a1. Skeletal.
a2. Cardiac.
a3. Smooth.

b. All or none hypothesis of muscle contraction.
c. Relationship of nerves to muscles.
d. The sliding filament theory of muscle contraction.
e. Sources of energy for muscle contraction.
f. Basic body movements.
g. Muscular diseases/disorders.
g1. Muscle strain.
g2. Contractures.
6. The nervous system.
a. Functions of the nervous system.
b. Organization of the nervous system.
b1. Neurons and their classification and functions.
b2. Neuroglia.
c. Nerve impulse physiology.
d. The synapse and neurotransmitters.
e. Reflexes.
f. The central nervous system structures and functions.
f1. Hemispheres and lobes of cerebrum.
f2. Diencephalon, brain stem, and cerebellum.
f3. The meninges, blood brain barrier and cerebrospinal fluid.
g. The peripheral nervous system structures and functions.
h. The autonomic nervous system structures and functions.
i. Nervous system diseases/disorders.
i1. Alzheimer disease.
i2. Stroke.
7. Endocrine system.
a. Organization of the endocrine system.
b. Characteristics and general functions of hormones.
c. Negative feedback loops for homeostasis of calcium, glucose, and body temperature.
d. The source, target, and action of the hormones of the endocrine system.
e. Endocrine system disease/disorders.
e1. Growth Hormone imbalances.
e2. ADH imbalances.
e3. Thyroid Hormone imbalances.
e4. Insulin deficiency.
8. Blood.
a. Blood function, properties, and composition.
a1. Red blood cell structure and function.
a2. White blood cell types and functions.
b. Blood typing.
b1. ABO.
b2. Rh.
c. Hemostasis.
d. Blood imbalances/disorders.
d1. Anemia.
d2. Thrombosis.
d3. Embolus.
d4. Hemophilia.
d5. Sickle Cell Anemia.
9. Cardiovascular system.
a. Structure and functioning of the heart.
b. Cardiovascular pathway.
c. The heartbeat’s relation to heart structure.
d. Comparison and contrast of arteries, veins and capillaries.
e. Specific blood vessels and pathways.
f. Capillary function.
g. Physiology of circulation.
g1. Pulse.
g2. Blood pressure.
g3. Factors affecting blood pressure.
h. Cardiovascular diseases/disorders.
h1. Hypertension.
H2. Coronary artery disease.
10. The lymphatic system.
a. Organization of the lymphatic system.

b. Composition of lymph and the function of the lymph nodes.
11. The immune system.
a. Non-specific and specific body defenses.
b. Importance of phagocytes.
c. The role of B cells, T cells and plasma cells.
d. The relationship of antigens and antibodies.
e. Active and passive immunity.
f. Immune system diseases/disorders.
f1. Allergic reactions
f2. HIV
12. The respiratory system.
a. The organs of the respiratory system and their functions.
b. Mechanics of breathing.
c. Respiratory physiology.
c1. Inspiration.
c2. Expiration.
d. Nervous system control of rate and depth of respiration.
e. Respiratory diseases/disorders.
e1. Asthma.
e2. COPD.
13. The digestive system.
a. Physical digestion of food.
b. Chemical digestion of food.
c. Organs of the system and their functions.
d. Peristalsis and segmentation.
e. Enzymes, their substrates, and products.
f. Modifications to digestive tract to increase absorption.
g. The relationship between bile, emulsification and fat digestion.
h. Digestive diseases/disorders.
h1. Peptic Ulcers.
H2. Gastroesophageal reflux disease.
14. The urinary system.
a. Functions of the urinary system.
b. Complete pathway of urine from.
c. Blood supply to the kidney.
d. Structure and function of the nephron.
e. Filtration, reabsorption and tubular secretion as urine forming processes.
f. Nitrogen waste and its source.
g. Role of aldosterone and antidiuretic hormone in changing the volume and composition of the blood.
h. The kidney in acid-base balance.
i. Urinary system diseases/disorders.
i1. Kidney failure.
I2. Urinary Tract Infection.
15. The reproductive system.
a. Male reproductive system.
a1. Anatomical structures.
a2. Production of sperm.
a3. Male hormonal control.
b. Female reproductive system.
b1. Anatomical structures.
b2. Ovarian cycle/egg production.
b3. Female hormonal control.

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)** ✓ **UO (University of Oregon)**

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

Lower Division Transfer Class: Intro to Human Anatomy and Physiology at OSU and PSU; Also BI 120T 100-LEVEL SCIENCE AREA for UO

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.**

This class is required at CCC as a prerequisite of the MA and MBC one year certificate programs. For a general elective and education, it was found on the Transfer Tables from websites of institutions listed above.

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: Business

Submitter

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

Course Prefix and Number: BA - 268

 # 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: Applied Project Demonstration

Course Description:

Students demonstrate the ability to manage a real-world project from initiation through closing. Course deliverables include project scope statement, communication management plan, risk management plan, status report with Gantt chart, and 'Lessons Learned' report and presentation. The project as well as a comprehensive exam will demonstrate knowledge acquired in prerequisite classes required for the Project Management AAS. Required: Student Petition.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

Yes

Check which General Education requirement:

✓ Writing
✓ Oral Communication

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

Yes

Name of degree(s) and/or certificate(s): Project Management AAS

Are there prerequisites to this course?

Yes

Pre-reqs: BA-120, BA-125, BA-127

Have you consulted with the appropriate chair if the pre-req is in another program?
Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

No

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

Yes

Recommendations:

Requirements: Student Petition

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: 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. list and define project expectations;
2. develop a project scope, timeline, needs assessment, and project outcomes;
3. design a project management plan;
4. generate a stakeholder communication plan;
5. analyze and assess risk components and develop a risk management plan;
6. deliver project expectations, both orally and in writing;
7. debrief stakeholders;
8. disseminate performance results;
9. prepare an assessment of the learning experience (what to keep, what to improve, next steps, what was learned, how it will be applied to future projects).

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

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:

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. Needs assessment.
2. Project planning templates.
3. Generating a stakeholder communication plan.
3. Designing a timeline.
4. Identifying project barriers.
5. Project management final planning stages.
6. Risk analysis and application.
7. Project presentation.
8. Project debriefing.
9. Performance results and metric design.
10. Assessment of results of learning experience.

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: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 160

 # 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: Bird Identification & Taxonomy

Course Description:

Lecture course introducing bird taxonomy, evolution, anatomy and physiology, identification, and behaviors. Identification techniques applied to regional birds through lectures, slides and other activities.

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:

✓ 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?

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. describe the scientific method and the tools and procedures used in solving scientific questions as they pertain to Ornithology; (SC1)(SC2)(SC3)
2. summarize the current evolutionary theory of birds; (SC1)
3. identify important anatomical features that make birds unique; (SC1)
4. describe the physiological design of birds as they pertain to flight dynamics; (SC1)
5. describe basic behavior patterns and their significance in several bird species; (SC1)
6. describe the habitat requirements of various families of birds; (SC1)
7. discuss relevant conservation issues in Ornithology and the impacts on our society. (SC2)(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.
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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

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**

✓ **Writing Assignments**

✓ **Thesis/Research Project**

✓ **Journal Writing**

✓ **Checklist**

:

Major Topic Outline:

1. Introduction to the science of Ornithology, equipment use & evaluation; strategies for birding techniques;
2. Current evolutionary theory of birds, taxonomy of the Avian group, and current research in avian phylogenetics;
3. Anatomical features of birds, including those that are unique and those they share with reptiles;
4. Physiology of the avian body and how it supports flight dynamics;
5. Basic behavior patterns and their significance in several bird species - addressed both regionally and globally;
6. Habitat requirements of various families of birds;
7. Relevant conservation issues in Ornithology and evaluate the impacts on our society;

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)

BI-LDT, BI-1ALT

How does it transfer? (Check all that apply)

✓ **general elective**
:

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

✓ **Other. Please explain.**

Website transfer tables

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: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 160L

 # 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: Bird Identification & Taxonomy with Lab

Course Description:

Lecture course introducing bird taxonomy, evolution, anatomy and physiology, identification, and behaviors. Identification techniques applied to regional birds through lectures, slides and other activities. Includes field identification of common Oregon birds by sight, sound, and habitat. Field trips required along with online research.

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?

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. describe the scientific method and the tools and procedures used in solving scientific questions as they pertain to Ornithology; (SC1)(SC2)(SC3)
2. summarize the current evolutionary theory of birds; (SC1)
3. identify important anatomical features that make birds unique; (SC1)
4. describe the physiological design of birds as they pertain to flight dynamics; (SC1)
5. describe basic behavior patterns and their significance in several bird species; (SC1)
6. describe the habitat requirements of various families of birds; (SC1)
7. discuss relevant conservation issues in Ornithology and the impacts on our society; (SC2)(SC3)
8. recognize common local resident birds by sight, song and call;
9. organize and utilize appropriate scientifically formatted journals to document field observations, collect data and use taxonomic language used in ornithology. (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.

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

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**
✓ **Oral Examination** ✓ **Writing Assignments**

✓ **Thesis/Research Project**

✓ **Journal Writing** ✓ **Checklist**

:

Major Topic Outline:

1. Introduction to the science of Ornithology, equipment use & evaluation; strategies for birding techniques;
2. Current evolutionary theory of birds, taxonomy of the Avian group, and current research in avian phylogenetics;
3. Anatomical features of birds, including those that are unique and those they share with reptiles;
4. Physiology of the avian body and how it supports flight dynamics;
5. Basic behavior patterns and their significance in several bird species - addressed both regionally and globally;
6. Habitat requirements of various families of birds;
7. Relevant conservation issues in Ornithology and evaluation of the impacts on our society;
8. Focus on field techniques for identification by sight and sounds;
9. Utilize appropriate scientifically-formatted journals to document field observations and collected data in correct ornithological taxonomic language

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)** ✓ **UO (University of Oregon)**

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

BI-LDT
BI-1ALT

How does it transfer? (Check all that apply)

✓ **general elective**
:

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

✓ **Other. Please explain.**

online transfer tables

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: Kerrie
Last Name: Hughes
Phone: 3155
Email: kerrieh

Course Prefix and Number: COMM - 111Z

 # 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: Public Speaking

Course Description:

COMM-111Z emphasizes developing communication skills by examining and demonstrating how self-awareness, audience, content, and occasion influence the creation and delivery of speeches and presentations.

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:

✓ Oral Communication

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

Yes

Name of degree(s) and/or certificate(s): AAOT, ASOT

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: Human Relations

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

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

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. develop messages for diverse audiences, purposes, and contexts;(CCN)
2. identify and utilize skills to manage communication apprehension;(CCN)
3. deliver and adapt speeches and/or presentations to live audiences;(CCN)
4. evaluate public speeches, including their own, by identifying aspects of preparation, credibility, logic, and delivery; (CCN)
5. critically analyze values and ethics in the communication process to engage more fully with a range of human experiences and expressions to accomplish goals related to local and global issues.

AAOT/ASOT GENERAL EDUCATION OUTCOMES

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

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- 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.

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

3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

C 1. Engage in ethical communication processes that accomplish goals.

C 2. Respond to the needs of diverse audiences and contexts.

C 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.

CL: Cultural Literacy Outcome

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

Outcomes Assessment Strategies:

✓ **General Examination**
✓ **Writing Assignments**
✓ **Presentations**

✓ **Rubrics**
✓ **Journal Writing**
✓ **Checklist**
✓ **Performances/Simulation**
✓ **Pre-Post Assessment**
✓ **Other Assessment Tools**: Outlines

Major Topic Outline:

1. Sender-Message-Channel-Receiver process.
2. Ethical speaking and listening practices.
3. Audience analysis and message adaption.
4. Topic selection.
5. Verbal and nonverbal delivery techniques.
6. Delivery of a variety of speech genres.
7. Visual aids.
8. Speech organization and outlining.
9. Research and use of credible library and/or internet sources.
10. Speaker anxiety.
11. Ethos, Pathos, Logos
12. Use of Language

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

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

All Comm111 class has moved through CNN - so all are connected now

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)

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: Kari
Last Name: Hiatt
Phone: 0674
Email: kari.hiatt

Course Prefix and Number: DA - 120

 # Credits: 5

Contact hours

Lecture (# of hours): 6
Lec/lab (# of hours):
Lab (# of hours): 170
Total course hours: 176

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 Practicum II

Course Description:

Supervised unpaid practice and improvement of clinical skills taught in clinical procedures, dental materials and radiology. Covers advanced Expanded Functions Dental Assisting (EFDA) skills. Implement infection control protocols. Introduce basic business office procedures. Ten hours of community service will be required. Participate in two seminars during the term. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): Dental Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: DA-110 with a C or better

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

No

Are there corequisites to this course?

No

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

Yes

Recommendations:

Requirements: Acceptance into Dental Assistant program. Student Petition.

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: 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. read and interpret items found on a medical and dental history form;
2. apply the principles of radiation safety, and the prevention of disease transmission when placing and processing dental films;
3. demonstrate increased proficiency and efficiency with radiological procedures;
4. perform polishing of coronal surfaces of teeth;
5. assist with and/or place and remove rubber dam;
6. assist with and/or apply fluoride agents;
7. clean and polish removable appliances;
8. demonstrate procedural steps and aseptic procedures assisting with restorative restorative procedures;
9. assist with and/or place, fabricate, and remove provisional restorations;
10. assist with and/or remove excess cement or bonding agent;
11. assist with and/or take alginate impression;
12. pour alginate impression;
13. assist with and/or take an occlusal registration;
14. assist with the placement of sealants;
15. assist with and/or perform basic business office procedures;
16. utilize dental assisting skills when participating in community outreach.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Radiology
2. Coronal polish (EFDA)
a. fluoride application
3. Amalgam procedure
a. dental dam placement
b. matrix and wedge placement (EFDA)
4. Composite procedure
a. dental dam placement
b. plastic strip matrix and wedge placement (EFDA)
5. Crown preparation
a. temporary provisional restoration (EFDA)

6. Crown Cementation
a. removal to temporary crown, and clean teeth for final cementation (EFDA)
b. preliminarily fit crown/s to check contact or adjust occlusion outside the mouth(EFDA)
c. removal of excess supragingival cement from crown (EFDA)
6. Alginate Impressions for diagnostic casts
7. Constructing a custom tray
8. Constructing bleaching trays
9. Dental business office
10. Community outreach

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: Education, Human Services & Criminal Justice

Submitter

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

Course Prefix and Number: ED - 150

 # 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: Creative Activities for Children

Course Description:

The class focuses on understanding and implementing a developmental approach to creative activities for young children; involves hands-on experience with a variety of mediums including art, music and movement, and creative dramatics.

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): Early Childhood Education and Family Studies AAS

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ 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. define creativity and the arts;
2. identify theories that relate to creativity in the early years;
3. explain the importance of including creativity and the arts in programs for young children;
4. identify the characteristics of a creative teacher;
5. name the elements of a classroom that nurtures creativity;
6. explain and support the important role of play in the early childhood years;
7. select appropriate creative activities and materials for young children;
8. demonstrate how the arts can be integrated into the early childhood curriculum;
9. discuss how NAEYC (National Association for the Education of Young Children) Developmentally Appropriate Practices have an impact on the arts in the classroom.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Theories regarding creativity and an overview of the arts.
2. Characteristics of a teacher and a classroom environment which nurtures creativity.
3. Major theories regarding the important role of play in the early childhood years.
4. The stages of artistic development.
5. Appropriate art activities and materials for young children.
6. Development of musical abilities and the components of music which should be included in early childhood programs.
7. Theories regarding the importance of movement as well as appropriate activities to support the development of movement.
8. Types of creative drama and the benefits of including it in early childhood classrooms.
9. Integration of the arts into the early childhood curriculum.
10. The importance of including creativity and the arts in programs for young children.

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

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new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

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

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

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

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

How does it transfer? (Check all that apply)

✓ **required or support for major**

✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

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Section #1 General Course Information

Department: Education, Human Services & Criminal Justice

Submitter

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

Course Prefix and Number: ED - 258

 # 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: Culturally Responsive Teaching & Education

Course Description:

Explores historical and systemic inequities in U.S. society and how they impact students, schools, and communities. Provides an overview of the ways in which educators can select culturally appropriate pedagogy, materials, and curriculum in order to serve the needs of an increasingly diverse U.S. educational system. Applies this knowledge in creating classrooms and schools where all students, families, and communities are valued, belong, and thrive.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): CTE Licensure Prep certificate; Early Childhood Education & Family Studies certificate; AAOT Elementary ED

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?

Yes

Area: Human Relations

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.

Yes

Course Number: APR-258ED Title: Culturally Responsive Teaching & Education

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 their own cultural identities and unconscious biases;
2. identify systemic inequities and power dynamics within the structural and historical context of U.S. public schools, and issues of access and exclusion;
3. describe educational practices which inform anti-racist, culturally-responsive pedagogy and inclusive learning environments;
4. identify legal and ethical issues related to multicultural education.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Foundations of Culturally Responsive Education
2. Race and Ethnicity
3. Class and socioeconomic Status
4. Gender
5. Sexual Orientation.
6. Exceptionality
7. Language
8. Religion.
9. Youth culture
10. Education that is Culturally Responsive

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

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

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

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

EOU-ED 130 Multicultural ED, ED 219 @ OSU, EDST 225 @ 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: Engineering Science

Submitter

First Name: Eric
Last Name: Lee
Phone: 6163
Email: elee

Course Prefix and Number: ENGR - 111

 # 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 Engineering

Course Description:

Introduction to the basic ideas and tools of the engineering profession. An exploration of career and education options within the field, and the skills needed to achieve career goals. Methods of engineering analysis, design, and problem solving culminating in a design project. The class will cover all facets of engineering design, including background research, requirement specification and prioritization, development, prototype construction, testing, and evaluation for future redesigns.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

No

Are there prerequisites to this course?

Yes

Pre-reqs: Prerequisite or Corequisite: MTH-111Z or higher

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?

✓ **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 the main branches of engineering, the education options, and the roles and responsibilities of engineering in society;
2. evaluate their personal knowledge, skills, and attitudes, identifying which strategies are more effective in reaching full academic and professional potential;
3. perform and evaluate measurements of engineering quantities, accurately estimating errors, and converting between unit systems;
4. present engineering data graphically in an accurate and informative manner;
5. solve engineering problems using the design process.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to Engineering.
a. Engineering Profession.
b. Engineering Team.
c. Engineering Education.
d. Role of Technologies and Technicians.
e. Career Paths.
f. Job Descriptions.
g. Internships.
h. Transfer and Program Accreditation.
i. Licensure.
j. Organizations.
2. Professional Responsibilities.
a. Engineering Solutions.
b. Project Management.
c. Ethics.
d. Role of Engineers in Society.
3. Engineering Analysis Problems.
a. Estimations and Approximations.
b. Dimensions, Units, and Conversions.
c. Mechanics.
4. Engineering Design Process.
a. Identifying a need.

b. Searching for and Gathering Data.
c. Developing Design Criteria.
d. Considering Alternatives.
e. Creating Specifications.
5. Student Success.
a. Personal Growth and Development.
b. The Learning Process.
c. Keys to Success in Engineering.
6. Written, Oral, and Graphical Communications.
a. Graphical Representation of Technical Information.
b. Technical Reports.
c. Persuasive Presentation of Design Solutions.

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)

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

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

OIT--Depending on the major, either ENGR 111 or Engineering Elective
OSU--ENGR 111
PSU--Depending on the major, either CE 111, ECE 101, or ME 120 (all parts of a block transfer)

How does it transfer? (Check all that apply)

✓ required or support for major

:

First term to be offered:

Next available term after approval
:

Clackamas Community College

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Section #1 General Course Information

Department: EHCJ

Submitter

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

Course Prefix and Number: GRN - 280

 # Credits: 6

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 216
Total course hours: 216

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: Gerontology/CWE

Course Description:

Cooperative work experience. Acquaint gerontology students with the roles and related activities of organizations serving the elderly. This course provides an opportunity to apply theories and techniques learned in the classroom. Variable Credit: 2-6 credits. May be repeated for up to 6 credits. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

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): Gerontology Certificate of Completion

Are there prerequisites to this course?

Yes

Pre-reqs: Prerequisite or Corequisite: HS-170

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: HS-270

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

Yes

Recommendations:

Requirements: Student Petition

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: 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. evaluate their own strengths and weaknesses in the job setting;
2. utilize skills and knowledge necessarily to work effectively with elderly populations;
3. demonstrate an understanding of cross-cultural issues related to aging;
4. discuss the common issues that arise in senior-based services.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. History and formation of agency where placed.
2. Political issues in the gerontology setting.
3. Ongoing career goals assessment.
4. Psychosocial Issues related to working with the elderly population.

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 - 150

 # 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: Medical Office Practices

Course Description:

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course examines medical law and ethics, bioethics, communication, principles of confidentiality, critical thinking, diversity, and medical office function.

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-110. MTH-050 or MTH-065. WR-101 or WR-121Z. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

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-152, MA-152L, MA-154, and MA-158

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

Yes

Recommendations: MA-100 and PSY-101

Requirements: Student must be enrolled in current Medical Assistant cohort

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?

✓ Fall

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. demonstrate effective communication skills via verbal, non-verbal, and written techniques;
2. perform administrative functions common in a medical office;
3. identify the legal implications of working in a medical office;
4. apply ethical principles to working in a medical setting;
5. demonstrate critical thinking skills and empathy.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Introduction to Medical Assisting
2 Healthcare and the Healthcare Team
3 Legal and Ethical Issues
4 Interpersonal Communication
5 Written and Electronic Communication
6 Schedule Management
7 Telephone Techniques
8 Patient Education

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 - 154

 # 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: Body Systems and Pharmacology

Course Description:

Introduces the medical assistant student to the foundational concepts and principles of pharmacology; including the classifications of common medications including indications for use, desired effect, side effect, adverse effects, and patient education. Related pathophysiology and body systems will be discussed and reviewed.

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-110. MTH-050 or MTH-065. WR-101 or WR-121Z. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

Have you consulted with the appropriate chair if the pre-req is in another program?
Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

Yes

Co-reqs: MA-150, MA-152, MA-152L, and MA-158

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

Yes

Recommendations: MA-100 and PSY-101

Requirements: Student must be enrolled in current Medical Assistant cohort

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?

✓ Fall

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. identify the classifications of medication including indications for use, desired effects, side effects, and adverse reactions;
2. identify common disease processes as related to common drug groups;
3. identify common medication names by trade and generic name;
4. demonstrate appropriate patient education related to the medication prescribed;
5. identify body systems organs, locations, and normal function.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Organization of the Body
2 Principles of Pharmacology
3 Nutrition and Health
4 Body Systems and Medication
5 Medication Pronunciation
6 Medication Reactions
7 Special Diets

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 - 158

 # 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: Seminar I

Course Description:

This course introduces professionalism in the healthcare setting and explores clinical placement opportunities. Students will demonstrate compliance with Oregon Health Authorities rules for students in clinical training and obtain volunteer experience with a community partner.

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-110. MTH-050 or MTH-065. WR-101 or WR-121Z. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

Have you consulted with the appropriate chair if the pre-req is in another program?
Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

Yes

Co-reqs: MA-150, MA-152, MA-152L, and MA-154

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

Yes

Recommendations: MA-100 and PSY-101

Requirements: Student must be enrolled in current Medical Assistant cohort

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?

✓ Fall

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. describe professionalism and how it relates to the delivery of healthcare;
2. create a professional portfolio for clinical practicum placement;
3. demonstrate compliance with Oregon Health Authorities rules for students in clinical training;
4. explore clinical practicum placement opportunities.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Develop essential skills for the Medical Assisting Profession
2. Create a resume and cover letter to be sent to employers for externship
3. Develop interpersonal skills
4. Complete practicum placement documents through OHA and employer's requirements

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 - 162L

 # 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 II

Course Description:

This lab is designed to apply the hands-on skills that were introduced to students in the lecture class. This lab will cover hands-on skills required for medical assisting in an exam room by adding advanced procedures to the basic rooming techniques. The lab will include advanced medical assisting skills such as medication administration, patient care interactions, immunization, special exam procedures, EKGs, and assisting providers. This lab will incorporate specialty clinics and advanced procedures.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-156L, MA-160, MA-162, MA-164, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. calculate and administer oral and parenteral medications;
2. concisely and accurately communicate relevant patient information both to and about the patient meeting the patient's health literacy;
3. select proper sites and administer parenteral medication;
4. verify the Rules of Medication Administration;
5. perform EKGs;
6. assist Provider in Minor Procedures.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Electrocardiography
2 Pulmonary Function Testing
3 Assisting in Reproductive and Urinary Specialities
4 Dosage Calculations
5 Medication Administration
6 Vaccines
7 Assisting in Pediatrics
8 Assisting in Geriatrics
9 Assisting in Other Medical Specialties

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 - 164

 # 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.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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 the use and care of equipment used in simple laboratory procedures;
3. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory according to standard operating procedures;
4. explain proper specimen collection techniques to patients;
5. identify normal and abnormal laboratory test results;
6. define standard operating procedures with regard to laboratory safety and bloodborne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases
2 Infection Cycle
3 Infection Control
4 The Blood
5 The Lymphoid System and Immune Response
6 Assisting with Minor Surgery
7 Orientation to the Lab

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 - 164L

 # 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 lab course in the Clinical Laboratory Procedures series.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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:

1 Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases
2 Infection Cycle
3 Infection Control
4 The Blood
5 The Lymphoid System and Immune Response
6 Assisting with Minor Surgery
7 Orientation to the Lab

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 - 166

 # 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 II

Course Description:

The focus of this course builds upon the foundational skills introduced in Phlebotomy I. The course will focus on advanced phlebotomy techniques such as blood specimen processing, techniques for syringe draws, collection into the correct evacuated tube (additive), specimen handling procedures, collections of newborn screen blood cultures, and advanced phlebotomy techniques.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166L, MA-174, MA-174L, MA-178, and MA-188

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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 Phlebotomy techniques
2 Blood specimen processing.
3 Techniques for syringe draws
4 Tube Collection and Processing
5 Specimen handling procedures
6 Venipuncture
7 Patient-Centered Care
8 Storage and Reporting

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 - 166L

 # 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 II 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.

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166, MA-174, MA-174L, MA-178, and MA-188

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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 Phlebotomy techniques
2 Blood specimen processing.
3 Techniques for syringe draws
4 Tube Collection and Processing
5 Specimen handling procedures
6 Venipuncture
7 Patient-Centered Care
8 Storage and Reporting

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 - 168

 # 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: Seminar II

Course Description:

This course will expand on professionalism within the healthcare setting and students will interview and obtain clinical practicum placement.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, and MA-164L

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. finalize professional portfolio for clinical practicum placement;
2. interview and secure clinical practicum placement for final term;
3. obtain practicum schedule and employer on-boarding materials;
4. participate in Mock Interviews;
5. identify individual professional goals for clinical practicum placement.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Professional Portfolio
2 Interview Skills
3 Employer onboarding materials
4 Mock Interviews
5 Professional goal developing
6 Professionalism in healthcare skills

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

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

Percent of course: 0%

First term to be offered:

Next available term after approval
:

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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 - 174

 # 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 II

Course Description:

Designed to instill a basic understanding of simple, 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 blood born disease transmission and scope of practice will be emphasized. Continuation of the Clinical Laboratory Procedures series.

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166, MA-166L, MA-174L, MA-178, and MA-188

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. recognize and explain common laboratory terminology;
2. recognize, explain, and understand the Federal and State regulations governing laboratories including CLIA Waived testing;
3. define, recognize, explain, and judge specimens for analysis in the office laboratory, and for transport to a reference laboratory according to standard operating procedures;
4. describe proper techniques of explanation to patients with regard to specimen collection and handling;
5. identify, distinguish, and correlate laboratory test results transcribed by the medical assistant from telephone reports, with attention to normal and abnormal laboratory results;
6. define and explain 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:

1 Sterile tray setup
2 Basic first aid procedures
3 Basic wound care and dressing changes
4 Advanced CLIA-waived testing
5 Orientation to the Lab
6 Microbiology and Disease
7 Collecting, Processing, and Testing Urine and Stool Specimens
8 Diagnostic Imaging
9 Emergency Preparedness

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 - 174L

 # 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.

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166, MA-166L, MA-174, MA-178, and MA-188

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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 Sterile tray setup
2 Basic first aid procedures
3 Basic wound care and dressing changes
4 Advanced CLIA-waived testing
5 Orientation to the Lab
6 Microbiology and Disease
7 Collecting, Processing, and Testing Urine and Stool Specimens
8 Diagnostic Imaging
9 Emergency Preparedness

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 - 178

 # Credits: 9

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours): 231
Total course hours: 253

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: Medical Assistant Practicum

Course Description:

Under supervision within the ambulatory care setting, the student will apply both administrative and clinical knowledge and practices as attained within the medical assistant course curriculum.

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-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166, MA-166L, MA-174, MA-174L, and MA-188

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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:

Pass/No Pass Only

Audit: Yes

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. perform entry level patient medical screens and tests;
2. demonstrate medication administration as directed by Health Care Provider (HCP);
3. demonstrate concepts of infection control;
4. demonstrate effective communication skills within the clinical setting;
5. demonstrate administrative procedures in the clinical setting;
6. demonstrate knowledge of Health Insurance Portability and Accountability Act (HIPAA) rules and issues of confidentiality.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Administrative duties of an entry-level Medical Assistant
2 Clinical duties of an entry-level Medical Assistant.
3 Certification Preparation
4 Essential Skills
5 Communication Tecniques

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 - 188

 # 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: Certification Exam Review

Course Description:

This course is a medical assistant study prep course designed to prepare students for their national credentialing examination.

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

Are there prerequisites to this course?

Yes

Pre-reqs: MA-156, MA-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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-166, MA-166L, MA-174, MA-174L, and MA-178

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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:

Pass/No Pass Only

Audit: No

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. identify and summarize credentialing exam content areas;
2. establish an individualized study plan for completing national credentialing examination requirements;
3. identify the role of professional organizations in providing continuing education opportunities.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Clinical Competency
1 Vital Signs
2 Medical Terminology
3 Interviewing Techniques
4 Documentation of Care
5 Patient Screenings/Wellness Assessments
6 Processing Provider Orders
Safety and Infection Control
1 Infectious Agents
2 Infection Cycle/Chain of Infection
3 Modes of Infectious Transmission
4 Standard Precautions and Exposure Control
5 Medical Asepsis
6 Biohazard Disposal/Regulated Waste
7 Safety Resources
8 Safety and Emergency Procedures
9 Emergency Management, Identification, and Response/ Basic First Aid
10 Body Mechanics/Ergonomics
11 Risk Management, Quality Assurance, and Safety Procedures
Procedures/Examinations
1 Prepare Patients for Examinations, Procedures, and Treatments
2 Supplies, Equipment, Techniques, and Patient Instruction
3 Surgical Assisting
4 Wound Care
5 Instruments

6 Anatomy and Physiology
7 Specimen Collection Techniques
8 Prepare, Process, and Examine Specimens
9 Laboratory Quality Control/Quality Assurance/Clinical Laboratory Improvement Act (CLIA) Requirements
10 Laboratory Panels and Selected Tests
Pharmacology
1 Medications
2 Preparing and Administering Oral and Parenteral Medications
3 Immunization Resources
II. General
E. Legal and Ethical Issues
1 Health Insurance Portability and Accountability Act (HIPAA)
2 Protected Health Information (PHI)
3 Consent
4 Federal and State Regulations
5 Pharmaceutical Laws
6 Mandatory Reporting/Public Health Statutes
7. Ethical Standards (Behaviors, Decisions, and Reporting)
8. Medical Directives
Communication
1 Interpersonal Relationship Skills/Customer Service
2 Therapeutic/Adaptive Responses
3 Learning Styles
4 Health Care Team Roles
5 Professional Telephone Etiquette/Techniques
Administrative
1 Billing, Coding, and Insurance
2 Coding Applications
3 Insurance Fraud and/or Abuse
4 Coverage for Patient Services and Waivers
5 Insurance Types/Third-Party Payer
6 Authorizations and Resources
7 Financial Terminology
8 Patient Account Financial Procedures
9 Financial Calculations
10 Billing/Collections
11 Scheduling Appointments
12 Medical Reception/Patient Registration
13 Electronic Health Records

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: Skills Development

Submitter

First Name: Adriana
Last Name: Aristizabal
Phone: 3916
Email: adrianaa

Course Prefix and Number: MTH - 010

 # Credits: 4

Contact hours

Lecture (# of hours): 42
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 42

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: Fundamentals of Arithmetic I

Course Description:

This first course in arithmetic reviews operations on whole numbers, basic fractions, decimals, measurement, and basic geometry.

Type of Course: Developmental Education

Can this course be repeated for credit in a degree?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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
✓ Fall
✓ Winter
✓ Spring

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 mental arithmetic, paper and pencil algorithms, and a calculator as computation tools in solving mathematical problems;
2. use the operations of arithmetic on whole numbers, selected fractions, and decimals;
3. estimate the results of a computation;
4. apply and demonstrate the concepts which underlie the algorithms of arithmetic;
5. demonstrate the ability to reason and draw conclusions from numerical information.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Addition and Subtraction of Whole Numbers
2. Multiplication of Whole Numbers
3. Division of Whole Numbers
4. Introduction to Fractions
5. Addition, Subtraction, and Multiplication of Decimals
6. Division of Decimals
7. Metric and English Systems of Measurement
8. Geometry
9. Data Analysis

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: Skills Development

Submitter

First Name: Ellis
Last Name: Meuser
Phone: 3400
Email: ellism

Course Prefix and Number: MTH - 020

 # 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: Fundamentals of Arithmetic II

Course Description:

This second course in arithmetic is a prerequisite for the three math pathways. It reviews mathematical foundations such as fractions, percents, geometry, and effective study skills.

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-010 with a C or better, or placement in MTH-020

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

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
✓ Fall
✓ Winter
✓ Spring

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 mental arithmetic, estimation, paper and pencil algorithms, and a calculator as computational tools in solving mathematical problems;
2. apply number theory concepts (primes, factors, and multiples) with integers and fractions;
3. perform arithmetic operations with fractions, decimals, and signed numbers;
4. apply proportional and geometric reasoning to solve problems;
5. use appropriate study skills and test taking strategies.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Factors and Multiples
2. Fractions
3. Ratio and Proportion
4. Percent
5. Statistics
6. Geometry
7. Positive and Negative Numbers
8. Study Skills

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

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

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: AUWD

Submitter

First Name: John
Last Name: Phelps
Phone: 6378
Email: johnp

Course Prefix and Number: WLD - 102

 # Credits: 2

Contact hours

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

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

Course Title: Introduction to Welding

Course Description:

Designed for the beginner and experimental welder. Includes: oxy-acetylene cutting and welding, SMAW (Shielded Metal Arc Welding), GMAW & FCAW (Gas Metal Arc Welding & Flux Core Arc Welding) and GTAW (Gas Tungsten Arc Welding) and plasma arc cutting.

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): Welding AAS

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Fall
✓ Winter
✓ Spring

Is this course equivalent to another?

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

Yes

Course Number: WLD-102ES Title: Introducción a la Soldadura

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. work safely in an industrial environment around machinery, power tools;
2. demonstrate proficiency in welding using SMAW (Shielded Metal Arc Welding), GMAW (Gas Metal Arc Welding), FCAW (Flux Core Arc Welding), GTAW (Gas Tungsten Arc Welding) at an introductory level;
3. operate SMAW (Shielded Metal Arc Welding), GMAW (Gas Metal Arc Welding), FCAW (Flux Core Arc Welding), and GTAW (Gas Tungsten Arc Welding) equipment;
4. operate PAC (Plasma Arc Cutting) equipment, acetylene welding and cutting equipment.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Welding Safety and Safety Test.
2. Introduction to Joining and Cutting Metals.
3. Oxy-fuel Welding (OFW) Processes.
4. Gas Metal Arc Welding (GMAW) and Flux-cored Arc Welding (FCAW).
5. Shielded Metal Arc Welding (SMAW).
6. Cutting and Gouging Metals.
7. Gas Tungsten Arc Welding (GTAW).
8. Hand-outs for project goals.
9. Soldering, Brazing and Braze Welding.
10. Plasma Arc cutting.
11. Students may choose an area to specialize in for the remainder of the class at this time.

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: AUWD

Submitter

First Name: John
Last Name: Phelps
Phone: 6378
Email: johnp

Course Prefix and Number: WLD - 150

 # Credits: 4

Contact hours

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

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

Course Title: Welding Processes

Course Description:

Covers oxy-fuel welding, brazing, cutting, SMAW (Shielded Metal Arc Welding), GMAW & FCAW (Gas Metal Arc Welding & Flux Core Arc Welding) and GTAW (Gas Tungsten Arc Welding) and plasma arc cutting and plasma cutting. This course includes safety, electrical fundamentals, routine maintenance, minor repairs, and welding terms and definitions.

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): Welding AAS

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ 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. work safely in an industrial environment around machinery, power tools;
2. demonstrate proficiency in welding using SMAW, GMAW, FCAW, GTAW at an introductory level;
3. set up and operate SMAW, GMAW, FCAW, and GTAW equipment;
4. set up and operate Plasma Arc Cutting equipment, acetylene welding and cutting equipment;
5. set up and operate sheet metal shear;
6. perform nondestructive testing.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to the course, safety rules, lab policies, and student responsibilities.
2. Shielded metal arc welding equipment, setup, and operation.
3. Shielded metal arc welding on steel.
4. Flame cutting equipment, setup, and operation.
5. Gas metal arc welding equipment, setup, and operation.
6. Gas metal arc welding on steel.
7. Flux cored arc welding equipment, setup, and operation.
8. Flux cored arc welding on steel.
9. Plasma cutting equipment, setup, and operation.
10. Oxy-fuel setup and operation.
11. Oxyacetylene welding on steel.

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

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

Percent of course: 5%

First term to be offered:

Next available term after approval
:

Clackamas Community College

New Courses

June 2, 2023

Course Number	Title	Implementation
APR-101	Trade Skills Fundamentals	2023/SU

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Apprenticeship

Submitter

First Name: Tiffany
Last Name: Kriesel
Phone: 503-594-3906
Email: tiffany.kriesel

Course Prefix and Number: APR - 101

 # Credits: 4

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 96
Lab (# of hours):
Total course hours: 96

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: Trade Skills Fundamentals

Course Description:

Introduces the apprenticeship industry and the requirements necessary to enter an apprenticeship program. Includes employment and industry opportunities, and base construction and maintenance skills used in various crafts. Examines concepts in safety. Covers use of trade vocabulary, math, hand and power tools, blueprint reading, basic rigging, and basic principles of resume writing.

Type of Course: Career Technical Apprenticeship

Reason for the new course:

Course being taught at new high school in West Linn, Riverside High School, which will focus on Career and Technical education

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): Pre-Apprenticeship

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

Audit: No

When do you plan to offer this course?

✓ Fall
✓ Winter
✓ Spring

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. use information to select the trade as a career;
2. apply industry standard safe workplace behavior;
3. use trade-specific vocabulary in workplace situations;
4. make common trade calculations;
5. use safety standards with selected power and hand tools;
6. read a basic blueprint;
7. identify rigging slings, hitches, hardware, and signals.

This course does not include assessable General Education outcomes.

Major Topic Outline:

I. Introduction to Apprenticeship Trades
II. Trade Industry Vocabulary and Soft Skills
III. Construction Math
IV. Blueprints
V. Basic Safety
VI. Hand Tools
VII. Power Tools
VIII. Rigging

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

Hours, Instructional Method, Credits Change

June 2, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
ED-101	10 LECT, 60 LAB/3 Credits	20 LECT, 60 LAB/4 Credits

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Education, Human Services & Criminal Justice

Submitter

First Name: Laurette
Last Name: Scott
Phone: 503-594-3840
Email: laurette

Course Prefix and Number: ED - 101

 # Credits: 4

Contact hours

Lecture (# of hours): 20
Lec/lab (# of hours):
Lab (# of hours): 60
Total course hours: 80

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: Intro to Education Practicum & Seminar

Course Description:

This seminar presents critical topics associated with the Education profession. Each topic will be introduced with an understanding that future Education classes will expand student comprehension and knowledge to a mastery level. Students are also required to participate in a practicum experience in a K-12 school to provide the opportunity to gain experience with the various educational issues discussed in class.

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): AAOT Elementary Education

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

Recommendations:

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

✓ **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. reflect on the practicum experience for purposes of career confirmation and identify next steps in personal education plan;
2. describe a classroom environment that is safe, inclusive, and equitable for all learners;
3. identify bias and diversity issues in the teaching environment;
4. describe effective teaching practices for student engagement and success;
5. apply and practice professional, ethical/legal knowledge and behavior.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Becoming a Reflective Practitioner
2. Privacy and School Safety
3. Career and Education Pathway Planning
4. Special Education and Exceptional Learners
5. Diversity, Equity, and Inclusion in Education
6. Effective Educational Practices

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)
✓ 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)

ED 209 Practicum-SOU, ED 409-OSU Cascades, ED 293,294-OSU Hybrid

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

Hours, Instructional Method, Credits Change

June 2, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
MFG-209	33 LECT/3 Credits	22 LECT, 22 LE/LA/3Credits

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): 22
Lec/lab (# of hours): 22
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: 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

New Courses

June 2, 2023

Course Number	Title	Implementation
WLD-102ES	Introducción a la Soldadura	2023/SU

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: AUWD

Submitter

First Name: John
Last Name: Phelps
Phone: 6378
Email: johnp

Course Prefix and Number: WLD - 102ES

 # Credits: 2

Contact hours

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

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

Course Title: Introducción a la Soldadura

Course Description:

Diseñado para soldaderos principantes y experimental. Incluye corte y soldadura oxiacetileno, soldadura por arco de metal blindado (SMAW), la soldaduro de arco de metal y gas (GMAW) y Soldadura por Arco con Núcleo de Fundente (FCAW) y soldadura por arco de gas tungsteno (GTAW) y corte por plasma.

Type of Course: Lower Division Collegiate

Reason for the new course:

WLD-102 in spanish

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

Yes

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

Will this class use library resources?

No

Is there any other potential impact on another department?

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)?

I have outreached to Lisa Nielsen about ABE & GED as this creates a pathways for this student body to start welding

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.

Yes

Course Number: WLD-102 Title: Introduction to Welding

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. trabajar con seguridad en un ambiente industrial cerca de maquinaria y herramientas eléctricas;
2. demostrar competencia en soldadura usando soldadura por arco de metal blindado (SMAW), la soldaduro de arco de metal y gas (GMAW) y Soldadura por Arco con Núcleo de Fundente (FCAW) y soldadura por arco de gas tungsteno (GTAW) en un nivel introductorio;
3. operar equipo de soldadura por arco de metal blindado (SMAW), la soldaduro de arco de metal y gas (GMAW) y Soldadura por Arco con Núcleo de Fundente (FCAW) y soldadura por arco de gas tungsteno (GTAW);
4. operar equipo de corte por plasma y soldadura oxiacetileno.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Welding Safety and Safety Test.
2. Introduction to Joining and Cutting Metals.
3. Oxy-fuel Welding (OFW) Processes.
4. Gas Metal Arc Welding (GMAW) and Flux-cored Arc Welding (FCAW).
5. Shielded Metal Arc Welding (SMAW).
6. Cutting and Gouging Metals.
7. Gas Tungsten Arc Welding (GTAW).
8. Hand-outs for project goals.
9. Soldering, Brazing and Braze Welding.
10. Plasma Arc cutting.
11. Students may choose an area to specialize in for the remainder of the class at this time.

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)

:

First term to be offered:

Next available term after approval
:

Clackamas Community College

New Courses

June 2, 2023

Course Number	Title	Implementation
HP-100	Healthcare Provider BLS/CPR, First Aid/Bloodborne Pathogens	2023/SU

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: HTHS

Submitter

First Name: Virginia
Last Name: Chambers
Phone: 0699
Email: virginia.chambers

Course Prefix and Number: HP - 100

 # Credits: 1

Contact hours

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

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

Course Title: Healthcare Provider BLS/CPR, First Aid/Bloodborne Pathogens

Course Description:

Introduces CPR, first aid, and bloodborne pathogens to individuals working in healthcare environments, home, and community settings. Covers skills to perform CPR and operate an Automatic External Defibrillator (AED) for adults/children/infants. Includes citizen-level first aid for providing initial care to persons injured or stricken by sudden illness where help is not immediately available. Covers how to minimize communicable disease transmission while providing emergency care.

Type of Course: Career Technical Preparatory

Reason for the new course:

Students entering Health Science programs with a clinical experience must demonstrate compliance with Oregon Health Authorities rules for students in clinical training (e.g., complete criminal background check, drug screen, proof of immunizations, BLS/CPR, bloodborne pathogens, etc.) prior to providing direct patient care. Currently, the college does not offer the BLS/CPR/AED for Healthcare Providers through the American Heart Association (which is required). All of the Health Sciences Programs are referring students to outside/external agencies/facilities. This means, all of our students who are applying for the Nursing Program, Nursing Assistant, Medical Assistant, Dental Assistant, and Phlebotomy program are sent outside the college for this service.

Health Science students must meet the OHA rules as a prerequisite for program acceptance and by providing this course at the college, it will be easier for students to demonstrate compliance. It also allows students the opportunity to utilize financial aid and obtain college credit for at least a portion of the OHA requirements for students in clinical training: BLS CPR/AED, First Aid, and Bloodborne Pathogens.

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: WRD-098. Computer access with internet capabilities

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:

Pass/No Pass 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?

Yes

Student Learning Outcomes:

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

1. recognize and apply appropriate basic first aid in cases of sudden illness and emergency situations in the home, work, or community environment for infant, child, or adult patients;
2. apply CPR/AED skills for adult, child and infant patients as a team member of healthcare providers or in-home/community settings;
3. apply for (1) CPR/AED for healthcare providers, (2) first aid, and (3) bloodborne pathogens cards from American Red Cross.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Apply the principles in the Chain of Survival
Demonstrate the proper assessment of an acutely ill or injured person
Recognize and provide care for various types of respiratory emergencies & choking
Provide appropriate care for shock and heart attack
Know general care for wounds and demonstrate care skills
Recognize burn emergencies and provide care
Understand and provide care for heat and cold emergencies
Recognize and provide care for sudden illness situations
Recognize and provide care for bone and joint injuries
Understand appropriate use of AED technology
Recognize and provide care for cardiac emergencies for adult, child, and infant
Demonstrate how to perform effective rescue breathing
Demonstrate professional CPR skills for adults, children and infants
Understand how to protect themselves from exposure to bloodborne pathogens
Know what actions to take when exposed to blood or blood-containing materials in the workplace
Know what & how to report any exposure to blood or blood-containing materials in the workplace

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

Hours, Instructional Method, Credits Change

June 2, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
NUR-100	30 LECT, 50 LE/LA, 82 LAB/7 Credits	33 LECT, 44 LE/LA, 45 LAB/6.5 Credits
NUR-100C	82 LAB/0 Credits	45 LAB/0 Credits

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: HTHS

Submitter

First Name: Kelley
Last Name: Stipe
Phone: 0663
Email: kelley.stipe

Course Prefix and Number: NUR - 100

 # Credits: 6.5

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours): 44
Lab (# of hours): 45
Total course hours: 122

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: Nursing Assistant I

Course Description:

Prepares the student to perform routine nursing assistant tasks to clients in sub-acute care settings as well as in the community. Includes didactic and skills lab instruction. Major topics covered include: collaboration with health care team, communication & interpersonal skills, person-centered care, infection control and prevention, safety and emergency procedures, assisting with activities of daily living, mental health and social service needs of clients, technical skills, acquiring observation and reporting skills, documentation of care provided and end-of-life care.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

Yes

Name of degree(s) and/or certificate(s): Certified Nursing Assistant and Geronotology Specialist certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: NUR-100C

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

Yes

Recommendations:

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 Only

Audit: No

When do you plan to offer this course?

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

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. identify the role of the NA in the health care setting with emphasizes on the care of the geriatric resident/patient;
2. assume the professional role of the NA student in a structured learning environment and in community settings;
3. demonstrate effective communication skills in the classroom to instructors and fellow students;
4. demonstrate NA skills safely according to established criteria in lab setting;
5. understand rules of conduct for NA as well as ethical and legal aspects of practice;
6. describe human needs and how to integrate knowledge, attitudes and skills to enhance cross-cultural communication to foster respectful interactions with others;
7. demonstrate appropriate use and understanding of Standard or Transmission-based precautions;
8. understand basic nutritional processes and factors affecting eating and nutrition;
9. organize personal care needs and foster optimal independence for the client;
10. describe the care and support given during the time surrounding death.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Role of the NA as a member of the health care team.
2. Communication and interpersonal skills.
3. Protecting client's rights, promoting independence and providing holistic care.
4. Infection control and standard precautions.
5. Safety and emergency procedures.
6. Delivery of care to an aging population.
7. Physiological changes that occur to various body systems throughout the lifespan.
8. Activities of daily living.
9. Person-centered care.
10. Collaboration with health care team.
11. Observation and reporting.
12. Principles of documentation.
13. End of life care.

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: HTHS

Submitter

First Name: Kelley
Last Name: Stipe
Phone: 503-594-0663
Email: kelley.stipe

Course Prefix and Number: NUR - 100C

 # Credits: 0

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 45
Total course hours: 45

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: Nursing Assistant I Clinical

Course Description:

Prepares the student to perform routine nursing assistant tasks to clients in hospitals, long-term and skilled care facilities, as well as the community. Includes clinical practicum. 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): Nursing Assistant-Geronotology Specialist certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: NUR-100

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

Yes

Recommendations:

Requirements: Student Petition.

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

Audit: Yes

When do you plan to offer this course?

✓ Summer
✓ Fall
✓ Winter

✓ **Spring**

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. identify the role of the NA in the health care setting;
2. assume the professional role of the NA student in a structured learning environment and in community settings;
3. demonstrate effective communication skills in the classroom and clinical setting;
4. demonstrate nursing assistant skills safely according to established criteria;
5. articulate ethical issues faced in health care;
6. demonstrate appropriate use and understanding of standard precautions.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Role of the NA as a member of the health care team.
2. Communication and interpersonal skills.
3. Protecting client's rights, promoting independence and providing holistic care.
4. Infection control and standard precautions.
5. Safety and emergency procedures.
6. Delivery of care to an aging population.
7. Physiological changes that occur to various body systems throughout the lifespan.
8. Activities of daily living.
9. Person-centered care.
10. Collaboration with health care team.
11. Observation and reporting.
12. Principles of documentation.
13. End of life care.

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 Amendments

June 2, 2023

Program	Implementation
Nursing Assistant - Gerontology Specialist CPCC	2023/SU
Gerontology CC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

CAREER LEARNING AREA	
☐ Ag, Food & Natural Resource Systems	☐ Health Services
☐ Arts, Information & Communications	☐ Human Resources
☐ Business & Management	☐ Industrial & Engineering Systems

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title: Gerontology Certificate				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Certificate Title: *Within* AAS Degree? √ Yes** ☐ No **Nursing Assistant – Gerontology Specialist** CC.NAGERONSPEC	**30.1101**			√ Career Pathway (12-44)	**19**

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

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

☐ New Program++ ☐ Title Change for Program	☐ Curriculum Revision	☐ Revision in Program Credits	
		Proposed Total Credits:	18.5
Proposed AAS Title:			
Proposed OPTION Title:			
Proposed Certificate Title:			
☐ *SUSPENSION* of Program	*Reason for Suspension:*		
Suspension Effective Date:			

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

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
GRN-181	Issues in Aging	33	3				
GRN-182	Aging and the Body	33	3				
GRN-183	Death and Dying	33	3				
GRN-184	Aging & the Individual	33	3				
NUR-100	Nursing Assistant I	80	7	NUR-100	Nursing Assistant I	122	6.5
NUR-100C	Nursing Assistant I Clinical	82	0	NUR-100C	Nursing Assistant I Clinical	45	0
TOTAL *CURRENT* CREDITS:			19	**TOTAL *PROPOSED* CREDITS:**			18.5

College Contact	Yvonne Smith	**Telephone No.**	3207
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature		**Date**	

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title:				☐ **Associate of Applied Science (AAS) Degree**	
Related Certificates: Gerontology for Health Care Professionals CP Nursing Assistant-Gerontology Specialist CP				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? ☐ Yes** √ No** **Gerontology** CC.GERONTOLOGY	**30.1101**			√ **CC1 (45-60 credits)**	**45**

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

LAST AMENDMENT APPROVED 5/5/23

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

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	✓ **Revision in Program Credits**	
		Proposed **Total Credits:**	**45.5**
Proposed **AAS Title:**			
Proposed **OPTION Title:**			
Proposed **Certificate Title:**			
Suspension Effective Date:			

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
GRN-181	Issues in Aging	33	3				
HE-163	Body & Drugs I: Introduction to Abuse & Addiction	33	3				
WR-101 Or WR-121Z	**Workplace Writing or Composition I**	**44**	**4**				
--	Gerontology program elective		3				
Winter Term							
GRN-182	Aging and the Body	33	3				
GRN-184	Aging & the Individual	33	3				
HS-154	Community Resources	33	3				
MTH-050 Or MTH-065 Or MTH-098	**Technical Mathematics I or Algebra II or College Math Foundations**	**44**	**4**				
Spring Term							
GRN-183	Death and Dying	33	3				
HS-156	**Conducting Human Service Interviews**	**33**	**3**				
HS-170	Preparation for Field Experience in Human Services	11	1				
--	Gerontology program elective		6	--	Gerontology program elective		6.5
Summer Term							
HS-270	Human Services Practicum Seminar	22	2				
GRN-280	Gerontology/CWE	144	4				
Gerontology Program Electives							
COMM-140	Introduction to Intercultural Communication	44	4				
CS-120	Survey of Computing	55	4				
ED-258	Multicultural Education	33	3				
FN-110	Personal Nutrition	33	3				
FYE-101	First Year Experience Level I	22	2				
GRN-165	Life Enrichment with Older Adults	33	3				
GRN-290	Special Topics in Gerontology	11-33	1-3				
HE-164	Body & Drugs II: Alcohol	33	3				

HS-100	Introduction to Human Services	33	3				
HS-103	Ethics for Human Service Workers	22	2				
HS-211	Infectious Diseases and Harm Reduction	11	1				
HS-216	Group Counseling Skills	33	3				
HS-232	Case Management	33	3				
HS-256	Advanced Interviewing Skills with Theory	33	3				
NUR-100	Nursing Assistant I	80	7	NUR-100	Nursing Assistant I	122	6.5
NUR-100C	Nursing Assistant I Clinical	82	0	NUR-100C	Nursing Assistant I Clinical	45	0
NUR-101	Certified Nursing Assistant II	60	5				
NUR-101C	Certified Nursing Assistant II Acute Care Clinical	30	0				
PSY-219	Introduction to Abnormal Psychology	44	4				
Catalog Notes							
Other electives may be approved by the Gerontology program advisor.							
TOTAL *CURRENT* CREDITS:			45	**TOTAL *PROPOSED* CREDITS:**			45.5

College Contact	Yvonne Smith	**Telephone No.**	3207
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature		**Date**	

New Programs

June 2, 2023

Program	Implementation
Emergency Medical Technician CPCC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

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Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	√ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
Parent Program: **Emergency Medical Technology** CC.EMT				☐ **Associate of Applied Science (AAS) Degree**	
Option Title**				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? √ Yes** ☐ **Emergency Medical Technician** CC.EMTECH	**51.0904**	**Z**	*	√ **Career Pathway (12-44 credits)**	**15**

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

New Program approved on

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

x **New Program++**	☐ **Curriculum Revision**	☐ **Revision in Program Credits**
☐ **Title Change for Program**		*Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*	
Suspension Effective Date:		

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

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
				EMT-105	Introduction to Emergency Medical Services	33	3
Winter Term							
				EMT-101	Emergency Medical Technician Part I	108	6
Spring Term							
				EMT-102	Emergency Medical Technician Part II	108	6
Catalog Notes							
				Courses must be passed with a C or better			
				Required: Criminal history background check, proof of immunization, and drug test arranged by the department			
TOTAL *CURRENT* CREDITS:				**TOTAL *PROPOSED* CREDITS:**			15

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

APPLICATION for a NEW PROGRAM
CAREER TECHNICAL EDUCATION (CTE)

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at
http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx

Note: It is essential that the companion document, the Planning Guide & Application Worksheet, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

Section 1. College Contact Information

College	**Clackamas Community College**

College Point Of Contact	Dru Urbassik
Title	Director, Curriculum & Scheduling
Department, Division	Institutional Effectiveness & Planning
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-6217
Fax	503-650-6659
E-Mail	dru.urbassik@clackamas.edu

Program Contact Person	Tana Sawzak
Title	EMT Program Director/Instructor
Department, Division	TAPS – Health Sciences
Mailing Address	7738 SE Harmony Rd.
City, State Zip Code	Milwaukie, OR. 97222
Phone	(503) 594-6025
Fax	(503) 594-0720
E-Mail	tanas@clackamas.edu

Section 2. Program Award Information

Name of Proposed Program	**EMT (Emergency Medical Technician) Career Pathway Certificate**

✓	Type of Program (Check all that apply if the programs are related)	Total Credits
	Associate of Applied Science (AAS) Degree	
	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	
X	**Certificate of Completion**	**15**

	Business and Industry-based Program (privately-contracted, closed enrollment)

✓	Career Area (please check the appropriate area)
	Agriculture, Food & Natural Resources Systems
	Arts, Information & Communications

	Business & Management
X	**Health Services**
	Human Resources
	Industrial & Engineering Systems

EII Education Specialist	
Name	
Phone	
E-Mail	

Proposed Program Implementation Date	

CIP Code		**CIP Title**	
CIP Narrative Description			

Program Summary

Emergency Medical Technicians (EMTs) give immediate care to critically ill or injured people in the pre-hospital setting and provide transport to hospitals, care facilities and private residences. The ability to work under pressure in challenging environments, think critically to make difficult decisions independently and perform life-saving skills precisely are essential to success in this career. A criminal history background check, immunizations, and drug testing will be required.

EMTs in Oregon must be licensed by the state through the Oregon Health Authority's Emergency Medical Services and Trauma Systems (OHA/EMS). National certification is available through the National Registry of Emergency Medical Technicians (NREMT). Each certification requires approved continuing education classes in emergency care for certification renewal. The CCC Emergency Medical Technology (EMT) certificate program includes the required Oregon license and national EMT certification.

For information contact the EMT program director at 503-594-6025 or department at healthsciences@clackamas.edu.

✓	**Financial Assistance Options Sought for and/or Approved for the Program** (Check all that apply)	
✓	**Federal Financial Aid Options**	
✓	**Workforce Investment Act – Individual Training Account**	
✓	**Veterans Benefits**	
✓	**State of Oregon Financial Aid**	**Describe: Oregon Opportunity Grant**
✓	**College Financial Aid**	**Describe: Scholarships, tuition waivers, internships**
✓	**Private Business, Foundation Aid**	**Describe: Scholarships**
✓	**Other:**	**Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds**

Section 3. Program Approval Standards

Standard A
***Need:* The community college provides clear evidence of the need for the program.**
Program Highlights

As our urban growth boundary increases and current EMS (Emergency Medical Services) providers retire, there is a constant need for EMTs in the Portland Metro area as well as all of Oregon. Currently there is a shortage of certified and licensed EMTs and Paramedics to fill available shifts which means fewer providers to respond and provide lifesaving care. In Oregon, all EMT and Paramedic training must be conducted by institutions of higher education and accredited by the Oregon Health Authority. Clackamas Community College is one of those accredited institutions. The Career Pathway Certificate includes the classes that students will need to qualify for national certification testing and subsequent state licensure.

Standard B

***Collaboration*: The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.**

Program Highlights

Clackamas Community College is part of the Oregon EMS Education Consortium. We attend meetings regularly to discuss best practices with other schools. The EMT Advisory Committee at Clackamas Community College has members from ambulance, fire (volunteer and career), hospital, search and rescue, and MRH. They each have an ongoing need to fill positions for front line EMS providers. The EMT Program Director involves the Advisory Committee in all program development and updates and maintains an open line of communication regarding agency needs. The EMT Advisory Committee supports the need for an EMT Career Pathway Certificate program.

Standard C

***Alignment*: The program is aligned with appropriate education, workforce development, and economic development activities.**

Program Highlights

The EMT program at Clackamas Community College follows the National Highway and Traffic Administration 2021 National Emergency Medical Services Education Standards. We are also accredited by the Oregon Health Authority, EMT an Trauma Systems to provide EMT training. AAS Paramedic is a statewide degree. All of the classes in the EMT Career Pathway Certificate program at Clackamas Community college are included in that statewide degree program. Students that take these 15 credits will be ready to join the workforce. They also have the option to continue their education with the EMT 1 Year Certificate program, or transfer to an AAS Paramedic Program. All 15 credits are transferable to other institutions that offer the 1 Year Certificate Program and the AAS Paramedic Program.

Standard D

***Design*: The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.**

Program Highlights

Competency Area: Patient Care – The student effectively applies the basic elements of a prehospital patient assessment to a variety of common types of acute and non-acute patient conditions and safely performs interventions within the EMT scope of practice

Competency Area: Clinical Knowledge and Rationale – Patient care decisions are logically supported and modified in accordance with clinical knowledge, standing orders and nationally-recognized standards of care.

Competency Area: Systems Knowledge – The student applies their understanding of the EMS system, systems of care and operational knowledge in assuring a safe and effective practices supporting patient care.

Competency Area: Interpersonal and Communication Skills – Integrates the principles of therapeutic communication and cultural sensitivity into a variety of patient encounters

Competency Area: Professionalism and Professional Development – The student conducts oneself in a manner that is consistent with professional standards and ethics; engages in ongoing development to improve self and practice.

Upon successful completion of the learning outcomes within these established competency areas, students will be eligible to take the National Registry of EMT written exam for EMT. Upon passing that exam, certified students can apply for an Oregon EMT License.

Standard E

***Capacity*: The community college identifies and has the resources to develop, implement, and sustain the program.**

Program Highlights

Clackamas Community College has been providing high quality EMT training for over 30 years. We have the facilities, faculty, administrative staff, equipment, technology, budget, and staff collaboration to develop, implement, assess, and update the program on an on-going basis. Our program is housed at the Harmony Community Campus which gives us even greater access to all the resources that can be shared with other healthcare professional programs.

Section 4. Proposed Curriculum

***PROPOSED* CURRICULUM** **[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping]**			
Course Number	**Course Title**	**Clock Hours**	**Credits**
Fall Term	EMT 105 – Introduction to EMS	33	3
Winter Term	EMT 101 – EMT – Part 1	108	6
Spring Term	EMT 102 – EMT -Part 2	108	6
TOTAL *PROPOSED* CREDITS:			15

Section 5. Assurances and Signature

College Authority Signature
(Applications must be signed by the chief academic officer or the president)

I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances:

1. **Access**. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

2. **Continuous improvement**. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.

3. **Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.

4. **Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Our staff has worked closely with CCWD-EII staff in the development of the proposed program and completion of this application. The proposed program:

1. Has been designed to meet the State Board of Education approval standards for Need,
2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Director, Curriculum & Scheduling
Name (Printed or typed)	Dru Urbassik
Date	

Curriculum Committee

New CTE Program

This form provides additional information required by the NWCCU for accreditation
Signed copies must be submitted two weeks prior to Curriculum Committee meetings

Program Presenter	Tana Sawzak
Program Department/Division	TAPS-Health Sciences
Program Type	CPCC (Career Pathway Certificate, 12-44 Credits)
If CPCC or Related Cert, list Parent Program	EMT 1 Year Certificate
Complete Program Title	Emergency Medical Technician
Credit Total	15

Catalog description of new program

Must match description from CCWD CTE Program of Study Application

This program includes the courses students must successfully complete before they are eligible to take the National Registry of EMTs certification exam, and then apply for a license to practice as an EMT in Oregon. This program includes the first three courses in the Emergency Medical Technology Certificate.

Similar to an existing program?

This is the first three classes in the EMT 1 Year Certificate Program

Program-Level Student Learning Outcomes

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

- **independently conduct a prehospital patient assessment and adapt elements of the scene, primary, secondary and ongoing assessments to a patient's chief complaint, nature of illness or mechanism of injury;**
- **initiate care that correctly reflects the severity and priorities of the acute patient condition(s) in accordance with accepted prehospital standards of care;**
- **perform interventions within the Oregon scope of practice without causing uncorrectable risk or harm to a patient;**
- **generate a field impression that is logically based on the obvious, acute signs and symptoms presented by the patient and aligns with correct medical knowledge of the condition(s);**
- **integrate clinical knowledge and nationally recognized clinical standards, scope of practice, standing orders and/or medical direction when examining the risks and benefits of interventions and transport decisions;**

- **demonstrate actions regarding patient interventions that reflect the correct indications, precautions and contraindications outlined in current medical standards and knowledge;**
- **actively assess for relevant hazards and safety risks during a patient encounter;**
- **communicate findings and takes actions to prevent or minimize said risks;**
- **identify the need for additional resources or a higher level of care and requests the assistance in a timely manner;**
- **recognize a time-sensitive emergency and initiate the steps to activate a regional system of care;**
- **demonstrate, implement and practice the principles of empathy, cultural sensitivity and responsiveness during interactions with patients and family members;**
- **demonstrate, implement, and practice therapeutic communication throughout a patient encounter;**
- **examine the common and personal barriers to effective communication as they relate to their own practice and develops a plan for improvement;**
- **contribute to the patient encounter as a team member in ways that enhance the coordination and direction of the tasks required for care and transport;**
- **employ leadership responsibilities including the setting and communicating of scene priorities, delegation of tasks and meaningful engagement with team members when practicing as a team leader;**
- **provide a patient hand-off report in a clear and succinct fashion when transferring care;**
- **apply national and state standards of prehospital documentation that demonstrate accurate reflection of specific patient findings and treatments;**
- **assess their own strengths, weaknesses and limits in their knowledge, abilities, and performance as an EMT;**
- **set realistic learning goals within the course with success criteria;**
- **revise goals and criteria based on reflection and feedback from instructors and students;**
- **demonstrate national, state and program standards for professional behavior in all learning environments (clinical and classroom);**
- **employ the correct ethical and medicolegal principles within the processes of critical thinking when addressing situational, cultural, interpersonal or treatment-related ethical dilemmas;**
- **provide objective observations and constructive feedback to fellow students when evaluating individual and team performance.**

Program-Level Assessment Plan

Each assignment, quiz, skill demonstration and clinical observation will be linked to a student learning outcome. Outcomes and learning targets will be outlined and tracked in Moodle.

Related Instruction Courses in the Program
None

Describe your Marketing plan.
The website and EMT Advising Guide will be updated with current EMT program options to include the Career Pathway Certificate, or the EMT 1 Year Certificate Program.

Will there be revenues associated with the new program?
(i.e. bonds, grants, reallocation)

○ Yes ◉ No

New Courses needed?

○ Yes ◉ No

New Sections needed?

○ Yes ◉ No

Additional faculty needed?

○ Yes ◉ No

Please explain how current faculty will be sufficient to staff new program
We are already teaching the classes that will be part of the Career Pathway Certificate. The classes already have assigned faculty.

New physical facilities and equipment needed?

○ Yes ◉ No

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program
We are already teaching the classes that will be part of the Career Pathway Certificate. The classes already have assigned classrooms and equipment.

New Student Services needed?
Link to student services listed in the current catalog

○ Yes ◉ No

Please explain how the current Student Services will accommodate the needs of the new program
We are already teaching these classes that will be part of the Career Pathway Certificate. No additional student services will be needed beyond what we are already doing.

Other expenses?

○ Yes ◉ No

Division Dean Signature/Date

Department Chair Signature/Date

Faculty/Program Lead Signature/Date
(optional)

Clackamas Community College

Hours, Instructional Method, Credits Change

June 2, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
MA-160	55 LECT/5 Credits	33 LECT/3 Credits
MA-162	55 LECT/5 Credits	33 LECT/3 Credits

Clackamas Community College

Online Course/Outline Submission System

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

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 160

 # 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: Insurance & Health Information Management

Course Description:

This course introduces medical assisting students to practical applications for billing medical insurance both manually and electronically. The course is designed to instruct the student in all phases of billing and insurance procedures and entry-level Electronic Health Record software for the management of medical records. The students are also introduced to basic ICD-10 Diagnosis and Procedural coding skills. This course is required for medical assistant students. This course does not meet the requirements for Insurance Coder certification.

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-150, MA-152, MA-152L, MA-154, and MA-158

Have you consulted with the appropriate chair if the pre-req is in another program? Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

Yes

Co-reqs: MA-156, MA-156L, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. demonstrate proper utilization of basic forms for patient registration, fees, and insurance claims forms;
2. identify basic coding guidelines, including Fraud, Waste, and Abuse;
3. demonstrate correct insurance billing, including managing the life cycle of a claim through payment/denial;
4. demonstrate accurate entry-level EHR applications;
5. differentiate between types of medical health insurance.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Office Equipment and Supplies
2 Managing Medical Records
3 Insurance and Billing
4 Diagnostic Coding
5 Procedural Coding
6 Patient Collections and Financial Management

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

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

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 162

 # 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: Examination Room Techniques II

Course Description:

This course builds upon the foundational skills introduced in Examination Room Techniques I. The course will focus on advanced medical assisting skills such as medication administration, patient care interactions, immunization, special exam procedures, EKGs, and assisting providers. This course will incorporate specialty clinics and advanced procedures.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-156L, MA-160, MA-162L, MA-164, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. identify appropriate vaccinations based on an immunization schedule;
2. identify abbreviations used in calculating medication dosages;
3. identify normal and abnormal results as reported in graphs and tables;
4. identify the principles of EKGs;
5. demonstrate ability to assist providers and anticipate standing orders and clinical protocols;
6. demonstrate the ability to be tactful and self-aware.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Electrocardiography
2 Pulmonary Function Testing
3 Assisting in Reproductive and Urinary Specialities
4 Dosage Calculations
5 Medication Administration
6 Vaccines
7 Assisting in Pediatrics
8 Assisting in Geriatrics
9 Assisting in Other Medical Specialities

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

New Courses

June 2, 2023

Course Number	Title	Implementation
MA-152	Examination Room Techniques I	2023/SU
MA-152L	Examination Room Techniques I Lab	2023/SU
MA-156	Phlebotomy I	2023/SU
MA-156L	Phlebotomy I Lab	2023/SU

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 152

 # 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: Examination Room Techniques I

Course Description:

This course is designed to introduce students to the fundamental skills required for medical assisting in an exam room setting. The course will focus on the basic skills needed for patient interactions, documentation, and vital signs.

Type of Course: Career Technical Preparatory

Reason for the new course:

Currently, our Exam Room Course was only offered for one term. However, our Exam Room Techniques are 80 percent of what MA's do. In order to offer students enough time to master their skills and provide proper scaffolding we need to add an additional course earlier in the certificate to provide that additional training. We frequently are getting feedback asking for additional lab time and hands-on experience starting in Fall. This course will help us achieve that due to it having a required lab component.

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-110. MTH-050 or MTH-065. WR-101 or WR-121Z. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

Have you consulted with the appropriate chair if the pre-req is in another program?
Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

Yes

Co-reqs: MA-150, MA-152L, MA-154, and MA-158

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

Yes

Recommendations: MA-100 and PSY-101

Requirements: Student must be enrolled in current Medical Assistant cohort

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?

✓ Fall

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. accurately measure and document basic vital signs;
2. perform patient screening following established protocol;
3. document in EHR patient scenarios and interactions;
4. identify body planes, directional terms, quadrants, and cavities.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Basic vital signs including blood pressure, temperature, pulse, respiration, height, weight, and oxygen saturation.
2 Examination and Treatment Areas
3 Medical Records and Documentation
4 Electronic Health Records
5 Patient Interview and History
6 Assisting with a General Physical Examination
7 Assisting with Eye and Ear Care

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

Print Edit Delete Back

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 152L

 # 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 I Lab

Course Description:

This lab is designed to apply the hands-on skills that were introduced to students in the lecture class. This lab will cover hands-on skills required for medical assisting in an exam room setting. The lab will focus on the basic skills needed for patient interactions, documentation, and vital signs.

Type of Course: Career Technical Preparatory

Reason for the new course:

This is the Lab Course that will go along with MA 152. We have the same reasoning for adding this course as MA 152.

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-110. MTH-050 or MTH-065. WR-101 or WR-121Z. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

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-150, MA-152, MA-154, and MA-158

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

Yes

Recommendations: MA-100 and PSY-101

Requirements: Student must be enrolled in current Medical Assistant cohort

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?

✓ Fall

Is this course equivalent to another?

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

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. accurately demonstrate and document basic vital signs including blood pressure, temperature, pulse, respiration, height, weight, and oxygen saturation;
2. demonstrate patient screening following established protocols for multiple in-class scenarios;
3. document in EHR patient scenarios and interactions;
4. identify body planes, directional terms, quadrants, and cavities based on patient interaction.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Basic vital signs including blood pressure, temperature, pulse, respiration, height, weight, and oxygen saturation.
2 Examination and Treatment Areas
3 Medical Records and Documentation
4 Electronic Health Records
5 Patient Interview and History
6 Assisting with a General Physical Examination
7 Assisting with Eye and Ear Care

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

Print Edit Delete Back

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 156

 # 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 I

Course Description:

This course is designed to introduce students to the fundamental skills required for phlebotomy as a medical assistant. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. The course will focus on the basic skills needed for patient interactions, documentation, and various phlebotomy techniques.

Type of Course: Career Technical Preparatory

Reason for the new course:

By only having students take phlebotomy third term we are limiting their ability to gain confidence in phlebotomy and we don't have enough time to train them for their practicum sites. Clinics used to not let students perform phlebotomy on externship but with the new ruling on paid externs this skill is being coming more critical. By adding an additional phlebotomy course in Winter our students will also be able to sit for their NHA exam if they would like to add an additional certificate. This is a highly sought-after skill set.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156L, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. identify principles of body mechanics and ergonomics for phlebotomy;
2. perform documentation of various phlebotomy techniques and lab orders;
3. demonstrate knowledge of and identify the appropriate techniques for phlebotomy, and explain why the technique is used;
4. summarize the importance of patient rights and safeguarding confidentiality to uphold legal, ethical, and moral conduct.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Venipunctures with Straight Needle
2 Electronic Health Records
3 Capillary testing
4 Patient interaction
5 Body Mechanics
6 Collection of Labs
7 Lab Diagnostics
8 Principles of Documentation

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

Print Edit Delete Back

Section #1 General Course Information

Department: HTHS

Submitter

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

Course Prefix and Number: MA - 156L

 # 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 I Lab

Course Description:

This lab is designed to apply the hands-on skills that were introduced to students in the lecture class. This lab is designed to introduce students to the fundamental skills required for phlebotomy as a medical assistant. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. The course will focus on the basic skills needed for patient interactions, documentation, capillary punctures and various phlebotomy techniques.

Type of Course: Career Technical Preparatory

Reason for the new course:

This is the lab course that is designed to go with the lecture course created.

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-150, MA-152, MA-152L, MA-154, and MA-158

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-156, MA-160, MA-162, MA-162L, MA-164, MA-164L, and MA-168

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

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort

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. identify principles of body mechanics and ergonomics for phlebotomy;
2. perform documentation of various phlebotomy techniques and lab orders;
3. perform blood collection procedures through venipuncture and dermal puncture;
4. prepare, collect, process, and handle various laboratory specimens including waived and point-of-care testing;
5. identify common phlebotomy considerations and errors and implement ways to address them in order to ensure patient safety, and maintain specimen integrity.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1 Venipunctures with Straight Needle
2 Electronic Health Records
3 Capillary testing
4 Patient interaction
5 Body Mechanics
6 Collection of Labs
7 Lab Diagnostics
8 Principles of Documentation

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 Amendments

June 2, 2023

Program	Implementation
Medical Assistant CC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

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

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title:				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Certificate Title: *Within* AAS Degree? ☐ Yes** √ No **Medical Assistant** CC.MEDASST	**51.0801**	**J**	*	√ **CC1 (45-60 credits)**	**47**

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

Last amendment approved on 03/03/23

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

☐ New Program++ ☐ Title Change for Program	√ Curriculum Revision	☐ Revision in Program Credits	
		Proposed Total Credits:	45
Proposed AAS Title:			
Proposed OPTION Title:			
Proposed Certificate Title:			
☐ *SUSPENSION* of Program	*Reason for Suspension:*		
Suspension Effective Date:			

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Medical Assistant Certificate Prerequisite to Acceptance							
BI-120 Or BI-101 & BI-102 Or BI-231 & BI-232 & BI-233	Introduction to Human Anatomy and Physiology or General Biology; Cellular Biology and General Biology; Animal Systems or Human Anatomy & Physiology I and Human Anatomy & Physiology II and Human Anatomy & Physiology III	66	4				
MA-110	Medical Terminology	44	4				
WR-121Z (preferred) Or WR-101	**Composition I or Workplace Writing**	**44**	**4**				
MTH-050 Or MTH-065 Or higher	**Technical Mathematics I Or Algebra II Or higher level MTH or STAT**	**44**	**4**				
Fall Term							
MA-112	Medical Office Practices	44	4	MA-150	Medical Office Practices	44	4
MA-113	Seminar I	22	2	MA-158	Seminar I	22	2
MA-116	Introduction to Medications	44	4	MA-154	Body Systems and Pharmacology	44	4
MA-145	Insurance & Health Information Management	55	5	Move to Winter Term			
PSY-101	**Human Relations**	**33**	**3**				
				MA-152	Examination Room Techniques I	33	3
				MA-152L	Examination Room Techniques I Lab	33	1
Winter Term							
MA-114	Seminar II	22	2	MA-168	Seminar II	22	2
MA-117	Clinical Lab Procedures I	11	1	MA-164	Clinical Lab Procedures I	11	1
MA-117L	Clinical Lab Procedures I Lab	33	1	MA-164L	Clinical Lab Procedures I Lab	33	1
MA-118	Examination Room Techniques	55	5	MA-162	Examination Room Techniques II	33	3

MA-118L	Examination Room Techniques Lab	33	1	MA-162L	Examination Room Techniques Lab II	33	1
				MA-160	Insurance & Health Information Management	33	3
				MA-156	Phlebotomy I	11	1
				MA-156L	Phlebotomy I Lab	33	1
Spring Term (Weeks 1-5)							
MA-111	Certification Exam Review	22	2	MA-188	Certification Exam Review	22	2
MA-115	Phlebotomy for Medical Assistants	11	1	MA-166	Phlebotomy for Medical Assistants	11	1
MA-115L	Phlebotomy for Medical Assistants Lab	33	1	MA-166L	Phlebotomy for Medical Assistants Lab	33	1
MA-121	Clinical Lab Procedures II	11	1	MA-174	Clinical Lab Procedures II	11	1
MA-121L	Clinical Lab Procedures II Lab	33	1	MA-174L	Clinical Lab Procedures II Lab	33	1
PSY-215	Introduction to Developmental Psychology	44	4	REMOVE			
Spring Term (Weeks 6-11)							
MA-119	Medical Assistant Practicum	253	9	MA-178	Medical Assistant Practicum	253	9
Catalog Notes							
All courses must be passed with a C or better.							
TOTAL *CURRENT* CREDITS:			47	**TOTAL *PROPOSED* CREDITS:**			45

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

Clackamas Community College

Hours, Instructional Method, Credits Change

June 2, 2023

Course	Current Hours/Credits	Proposed Hours/Credits
AM-100	72 LE/LA/3 Credits	88 LE/LA/4 Credits
AM-118	72 LE/LA/3 Credits	88 LE/LA/4 Credits

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: AUWD

Submitter

First Name: Les
Last Name: Blahuta
Phone: 3048
Email: lblahuta

Course Prefix and Number: AM - 100

 # Credits: 4

Contact hours

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

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

Course Title: Automotive Fundamentals

Course Description:

An introductory automotive service class intended to provide fundamental knowledge and basic experience about automobiles. The course covers automotive systems, preventive maintenance and performing basic repairs. Also covered in the course is SP2 safety and pollution prevention training, communication skills, tool identification and general automotive maintenance and repair

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?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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. maintain, diagnose and repair basic automotive systems;
2. identify SP2 safety & pollution prevention training;
3. identify major components of an automobile;
4. identify, classify and repair threaded fasteners;
5. demonstrate a vehicle suspension and steering system inspection for wear and damage;
6. identify and use proper placement of floor jacks and jack stands;
7. demonstrate a vehicle brake system inspection for wear and damage;
8. demonstrate effective customer and workplace communication skills;
9. demonstrate proper use of precision measuring tools and identify hand tools in the automotive industry.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction and How Cars Work
2. Basic Tools
3. Shop Safety
4. Automotive Suspension Systems
5. Automobile Brake Systems
6. Fluid Level Checks
7. Lubrication Systems
8. Suspension, Steering and Tires
9. Braking Systems
10. Drivetrain and Components

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: AUWD

Submitter

First Name: Jay
Last Name: Leuck
Phone: 3052
Email: jayl

Course Prefix and Number: AM - 118

 # Credits: 4

Contact hours

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

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

Course Title: Small Engine Repair

Course Description:

This course is designed to provide an overview of basic small engine maintenance, operation and repair. It covers safety, small engine theory, electrical systems, and troubleshooting. Classroom instruction covering theory of operation, 2 cycle and 4 cycle designs and applications, combined with hands-on live projects provides the student the opportunity to learn basic principles of small engine operation, including outdoor equipment, motorcycles, and A.T.V.'s.

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?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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. explain small engine theory, as it applies to both 2 cycle and 4 cycle engines;
2. choose and utilize correct specialty tools needed for specific models;
3. measure and compare component specifications;
4. repair and adjust most types of ignition systems;
5. diagnose starting and operating problems relating to starting, ignition systems, and carburetors;
6. apply appropriate safety procedures and environmental practices during diagnosis and repair of small engines;
7. troubleshoot spark related and fuel related issues and repair accordingly.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Safety
2. Tool Identification
3. Theory of Small Engine Operation
4. Ignition Systems
5. Carburetion
6. Governors
7. Starters
8. Electrical systems
9. Lubrication
10. Fuel systems
11. Small engine troubleshooting
12. Engine performance and repair

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

New Courses

June 2, 2023

Course Number	Title	Implementation
AM-116	Remote Control Vehicle Fundamentals	2023/SU

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: AUWD

Submitter

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

Course Prefix and Number: AM - 116

 # Credits: 4

Contact hours

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

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

Course Title: Remote Control Vehicle Fundamentals

Course Description:

This course is intended to provide an exploration into mechanical and electrical systems found on 1/10 scale electrically propelled trucks. Students will have classroom instruction to cover operation of suspension systems, drive train systems, gear reductions, battery construction, battery maintenance and charging, electric motor operation, maintenance and repair. Students will disassemble, categorize and organize all parts and re-assemble a remote-controlled vehicle throughout the term. Students will test and operate their remote vehicle on a controlled course with successful completion of class assignments.

Type of Course: Career Technical Preparatory

Reason for the new course:

This course was previously AM-199A1

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

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

No

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

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

No

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

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ Fall
✓ Winter
✓ Spring

Is this course equivalent to another?

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

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 fundamentals of alignment angles;
2. demonstrate and explain general electrical principles;
3. demonstrate and explain torque, speed, and horsepower;
4. demonstrate and explain various powertrain functions and principles.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Vehicle adjustments and alignment angles.
2. Basic electrical principles and digital volt meter usage.
3. Calculating horsepower, torque, and speed.
4. Manual transmission and differential operation.
5. Types of drive axles and suspensions.
6. Building, maintaining and driving the RC truck.

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
:

New Programs

June 2, 2023

Program	Implementation
Auto Collision Refinish CPCC	2023/SU
Auto Collision Repair CPCC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title: **Auto Body/Collision Repair and Refinishing Technology AAS** AAS.ABCOLRRTECH				☐ **Associate of Applied Science (AAS) Degree**	
Option Title**				☐ ***OPTION* to AAS Degree**	
Certificate Title: ***Within*** **AAS Degree? √ Yes** ☐ No** **Auto Collision Refinish – Career Pathway** CC.ABCOLREF	**47.0603**	**Z**	**C**	√ **Career Pathway (12-44)**	**18**

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

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

x **New Program++**	☐ **Curriculum Revision**	✓ **Revision in Program Credits**
☐ **Title Change for Program**		*Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*	

Suspension Effective Date:	

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

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
				ABR-125	Collision Repair/Refinishing I	121	6
Winter Term							
				ABR-127	Collision Repair/Refinishing II	121	6
Spring Term							
				ABR-129	Collision Repair/Refinishing III	121	6
TOTAL *CURRENT* CREDITS:				**TOTAL *PROPOSED* CREDITS:**			18

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

APPLICATION for a NEW PROGRAM
CAREER TECHNICAL EDUCATION (CTE)

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at
http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx

Note: It is essential that the companion document, the Planning Guide & Application Worksheet, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

Section 1. College Contact Information

College	Clackamas Community College

College Point Of Contact	Dru Urbassik
Title	Director, Curriculum & Scheduling
Department, Division	Institutional Effectiveness & Planning
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-6217
Fax	503-650-6659
E-Mail	dru.urbassik@clackamas.edu

Program Contact Person	Mark House
Title	Full Time Faculty
Department, Division	Auto Body, Collision/Refinishing
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	x6348
Fax	
E-Mail	markh@clackamas.edu

Section 2. Program Award Information

Name of Proposed Program	Auto Collision Refinish

✓	Type of Program (Check all that apply if the programs are related)	Total Credits
	Associate of Applied Science (AAS) Degree	
	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	
✓	Certificate of Completion	18

	Business and Industry-based Program (privately-contracted, closed enrollment)

✓	Career Area (please check the appropriate area)
	Agriculture, Food & Natural Resources Systems
	Arts, Information & Communications
	Business & Management

	Health Services
	Human Resources
	Industrial & Engineering Systems

EII Education Specialist	
Name	
Phone	
E-Mail	

Proposed Program Implementation Date	

CIP Code		**CIP Title**	
CIP Narrative Description			

Program Summary
This program simulates real working conditions in a well-equipped modern shop facility. Training combines intensive theory and practical lab experience tailored to specific needs. Course work includes one term of cooperative work experience with a local employer. This certification allows for an entry-level opportunity to the workplace and a pathway to the degree if the student chooses to continue.

✓	**Financial Assistance Options Sought for and/or Approved for the Program** (Check all that apply)	
✓	**Federal Financial Aid Options**	
✓	**Workforce Investment Act – Individual Training Account**	
✓	**Veterans Benefits**	
✓	**State of Oregon Financial Aid**	**Describe: Oregon Opportunity Grant**
✓	**College Financial Aid**	**Describe: Scholarships, tuition waivers, internships**
✓	**Private Business, Foundation Aid**	**Describe: Scholarships**
✓	**Other:**	**Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds**

Section 3. Program Approval Standards

Standard A
***Need:* The community college provides clear evidence of the need for the program.**
Program Highlights
Donors, scholarships and industry partners are a way to gauge if we have community support, the collision repair industry has a huge need for entry level technicians and this certification will fast track them to a shop.

Standard B ***Collaboration*: The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.**
Program Highlights
The Auto Collision Refinish program has a robust and engaging advisory committee this group engages with faculty related to curriculum design, most recently our advisory committee was instrumental in assisting CCC with program changes and feels that these changes will help with enrollment and helping the workforce shortage.

Standard C ***Alignment*: The program is aligned with appropriate education, workforce development, and economic development activities.**
Program Highlights
This aligns with CCC's block schedule and should allow students to enter the workforce sooner and allows them the freedom to come back and complete their degree.

Standard D ***Design*: The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.**
Program Highlights
Upon successful completion of this certificate, students should be able to:

- prepare a repaired surface, choose and apply appropriate materials, block sand, clean surface, and apply topcoat, detail;
- perform spot repairs and blends using the latest industry accepted practices and materials, to the standards of industry;

Standard E

***Capacity*: The community college identifies and has the resources to develop, implement, and sustain the program.**

Program Highlights

If all goes as planned, we would need to add faculty in the future so we could offer an evening section of this as well, we will be running am classes only until we have the need for additional evening classes.

Section 4. Proposed Curriculum

***PROPOSED* CURRICULUM** [List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping]			
Course Number	**Course Title**	**Clock Hours**	**Credits**
Fall Term			
ABR-125	Collision Repair/Refinishing I	121	6
Winter Term			
ABR-127	Collision Repair/Refinishing II	121	6
Spring Term			
ABR-129	Collision Repair/Refinishing III	121	6
TOTAL *PROPOSED* CREDITS:			18

Section 5. Assurances and Signature

College Authority Signature

(Applications must be signed by the chief academic officer or the president)

I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances:

1. **Access**. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

2. **Continuous improvement**. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.

3. **Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.

4. **Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Our staff has worked closely with CCWD-EII staff in the development of the proposed program and completion of this application. The proposed program:

1. Has been designed to meet the State Board of Education approval standards for Need,
2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Director, Curriculum & Scheduling
Name (Printed or typed)	Dru Urbassik
Date	

Curriculum Committee

New CTE Program

This form provides additional information required by the NWCCU for accreditation
Signed copies must be submitted two weeks prior to Curriculum Committee meetings

Program Presenter	Mark House
Program Department/Division	Auto Body/Collision/Refinish TAPS
Program Type	Pathway Cert
If CPCC or Related Cert, list Parent Program	Auto Body/Collision Repair and Refinishing Technology AAS
Complete Program Title	Auto Collision Refinish
Credit Total	18

Catalog description of new program

Must match description from CCWD CTE Program of Study Application

This program simulates real working conditions in a well-equipped modern shop facility. Training combines intensive theory and practical lab experience tailored to specific needs. Course work includes one term of cooperative work experience with a local employer. This certification allows for an entry-level opportunity to the workplace and a pathway to the degree if the student chooses to continue.

Similar to an existing program?

Yes and no, it is similar to the AAS degree but a shorter time and allows a pathway to be started for the degree.

Program-Level Student Learning Outcomes

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

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

- prepare a repaired surface, choose and apply appropriate materials, block sand, clean surface, and apply topcoat, detail;
- perform spot repairs and blends using the latest industry accepted practices and materials, to the standards of industry.

Program-Level Assessment Plan?

The classes have a 3rd party assessment by I-CAR

Related Instruction Courses in the Program
N/A

Describe your Marketing plan.
Outreach through local high schools and other programs, the use of our advisory committee and social media, we also have help from Tom Brown and Lori Hall to help spread the word.

Will there be revenues associated with the new program?
(i.e. bonds, grants, reallocation) Yes we are hoping to increase enrollment and fast track the student to the certification.

New Sections needed? No

○ Yes ◉ No

N/A		

Additional faculty needed? Yes but down the road,
Our goal is to be able increase enrollment by offering more than one section of the class.

New physical facilities and equipment needed? No

N/A		

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program We have a great facility that will work fine.

New Student Services needed? Nothing new for them
Link to student services listed in the current catalog

○ Yes ◉ No

Please explain how the current Student Services will accommodate the needs of the new program Nothing new for them

Other expenses? None as of now

○ Yes ○ No

N/A		

Division Dean Signature/Date

Department Chair Signature/Date

Faculty/Program Lead Signature/Date
(optional)

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

CAREER LEARNING AREA	
☐ Ag, Food & Natural Resource Systems	☐ Health Services
☐ Arts, Information & Communications	☐ Human Resources
☐ Business & Management	☐ Industrial & Engineering Systems

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title: **Auto Body/Collision Repair and Refinishing Technology AAS** AAS.ABCOLRRTECH				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Certificate Title: *Within* AAS Degree? √ Yes** ☐ No **Auto Collision Repair - Career Pathway** CC.ABCOLREP	**47.0603**	**Z**	**A**	√ Career Pathway (12-44)	**18**

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

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

x **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	✓ **Revision in Program Credits** *Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*	
Suspension Effective Date:		

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

CURRICULUM AMENDMENT [List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping. For a New Program, complete the Proposed Curriculum section only.]							
CURRENT CURRICULUM 22-23				***PROPOSED CURRICULUM 23-24***			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
				AB-113	Collision Repair I/Nonstructural	121	6
Winter Term							
				AB-133	Collision Repair II/Structural	121	6
Spring Term							
				AB-222	Collision Repair III/Advanced Structural	121	6
TOTAL *CURRENT* CREDITS:				**TOTAL *PROPOSED* CREDITS:**			18

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

APPLICATION for a NEW PROGRAM
CAREER TECHNICAL EDUCATION (CTE)

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at
http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx

Note: It is essential that the companion document, the Planning Guide & Application Worksheet, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

Section 1. College Contact Information

College	Clackamas Community College

College Point Of Contact	Dru Urbassik
Title	Director, Curriculum & Scheduling
Department, Division	Institutional Effectiveness & Planning
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-6217
Fax	503-650-6659
E-Mail	dru.urbassik@clackamas.edu

Program Contact Person	Mark House
Title	Full Time Faculty
Department, Division	Auto Body, Collision/Refinishing
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	x6348
Fax	
E-Mail	markh@clackamas.edu

Section 2. Program Award Information

Name of Proposed Program	Auto Collision Repair

✓	Type of Program (Check all that apply if the programs are related)	Total Credits
	Associate of Applied Science (AAS) Degree	
	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	
✓	Certificate of Completion	18

	Business and Industry-based Program (privately-contracted, closed enrollment)

✓	Career Area (please check the appropriate area)
	Agriculture, Food & Natural Resources Systems
	Arts, Information & Communications
	Business & Management

	Health Services
	Human Resources
	Industrial & Engineering Systems

EII Education Specialist	
Name	
Phone	
E-Mail	

Proposed Program Implementation Date	

CIP Code		**CIP Title**	
CIP Narrative Description			

Program Summary

This certificate simulates real working conditions in a well-equipped modern shop facility. Training combines intensive theory and practical lab experience tailored to specific needs. This certification allows for an entry-level opportunity to the workplace and a pathway to the degree if the student chooses to continue.

✓	**Financial Assistance Options Sought for and/or Approved for the Program** (Check all that apply)	
✓	**Federal Financial Aid Options**	
✓	**Workforce Investment Act – Individual Training Account**	
✓	**Veterans Benefits**	
✓	**State of Oregon Financial Aid**	**Describe: Oregon Opportunity Grant**
✓	**College Financial Aid**	**Describe: Scholarships, tuition waivers, internships**
✓	**Private Business, Foundation Aid**	**Describe: Scholarships**
✓	**Other:**	**Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds**

Section 3. Program Approval Standards

Standard A
***Need:* The community college provides clear evidence of the need for the program.**
Program Highlights
Donors, scholarships and industry partners are a way to gauge if we have community support, the collision repair industry has a huge need for entry level technicians and this certification will fast track them to a shop.

Standard B ***Collaboration*: The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.**
Program Highlights
The Collision repair program has a robust and engaging advisory committee this group engages with faculty related to curriculum design, most recently our advisory committee was instrumental in assisting CCC with program changes and feels that these changes will help with enrollment and helping the workforce shortage.

Standard C ***Alignment*: The program is aligned with appropriate education, workforce development, and economic development activities.**
Program Highlights
This aligns with CCC's block schedule and should allow students to enter the workforce sooner and also allows them the freedom to come back and complete their degree.

Standard D ***Design*: The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.**
Program Highlights
Upon successful completion of this certificate, students should be able to: • demonstrate the proper selection of tools and materials needed to perform metal straightening and plastic filler repair processes; • repair sheet metal damage, demonstrate panel replacement techniques, identify structural damage, and formulate viable repair processes.

Standard E
Capacity*: *The community college identifies and has the resources to develop, implement, and sustain the program.
Program Highlights
If all goes as planned, we would need to add faculty in the future so we could offer an evening section of this as well, we will be running am classes only until we have the need for additional evening classes.

Section 4. Proposed Curriculum

***PROPOSED* CURRICULUM** [List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping]			
Course Number	**Course Title**	**Clock Hours**	**Credits**
Fall Term			
AB-113	Collision Repair I/Nonstructural	121	6
Winter Term			
AB-133	Collision Repair II/Structural	121	6
Spring Term			
AB-222	Collision Repair III/Advanced Structural	121	6
TOTAL *PROPOSED* CREDITS:			18

Section 5. Assurances and Signature

College Authority Signature
(Applications must be signed by the chief academic officer or the president)

I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances:

1. **Access**. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

2. **Continuous improvement**. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students,

employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.

3. **Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.

4. **Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Our staff has worked closely with CCWD-EII staff in the development of the proposed program and completion of this application. The proposed program:

1. Has been designed to meet the State Board of Education approval standards for Need,
2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Director, Curriculum & Scheduling
Name (Printed or typed)	Dru Urbassik
Date	

Curriculum Committee

New CTE Program

This form provides additional information required by the NWCCU for accreditation
Signed copies must be submitted two weeks prior to Curriculum Committee meetings

Program Presenter	Mark House
Program Department/Division	Auto Body/Collision/Refinish TAPS
Program Type	CPCC (Career Pathway Certificate, 12-44 Credits)
If CPCC or Related Cert, list Parent Program	Auto Body/Collision Repair and Refinishing Technology AAS
Complete Program Title	Auto Collision Repair
Credit Total	18

Catalog description of new program

Must match description from CCWD CTE Program of Study Application

This certificate simulates real working conditions in a well-equipped modern shop facility. Training combines intensive theory and practical lab experience tailored to specific needs. This certification allows for an entry-level opportunity to the workplace and a pathway to the degree if the student chooses to continue..

Similar to an existing program?

Yes and No it simalir to the AAS degree but will shorten time and allows a pathway to the degree

Program-Level Student Learning Outcomes

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

- demonstrate the proper selection of tools and materials needed to perform metal straightening and plastic filler repair processes;
- repair sheet metal damage, demonstrate panel replacement techniques, identify structural damage, and formulate viable repair processes**.**

Program-Level Assessment Plan

The classes have a 3rd party assessment by I-CAR

Describe your Marketing plan.
Outreach through local high schools and other programs, the use of our advisory committee and social media, we also have help from Tom Brown and Lori Hall to help spread the word.

Will there be revenues associated with the new program?
(i.e. bonds, grants, reallocation)
Yes we are hoping to increase enrollment and fast track the student to the certification.

New Courses needed?
NO

New Sections needed?
NO

Additional faculty needed? Yes but down the road,
Our goal is to be able increase enrollment by offering more than one section of the class.

New physical facilities and equipment needed?
No we have a great facility that will work fine.

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program we have a great facility that will work fine

New Student Services needed?
Link to student services listed in the current catalog
Nothing new for them

Please explain how the current Student Services will accommodate the needs of the new program? Nothing new for them

Other expenses?
None as of now

Division Dean Signature/Date

Department Chair Signature/Date

Faculty/Program Lead Signature/Date

Program Suspensions

June 2, 2023

Program	Implementation
Project Management Leadership & Communication CPCC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title: **Project Management AAS**				☐ **Associate of Applied Science (AAS) Degree**	
Option Title**				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? √ Yes** ☐ No** **Project Management Leadership & Communication – Career Pathway** CC.PMLEADERCOM	**52.0205**			√ **Career Pathway (12-44)**	**21**

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

Last amendment approved on 01.20.23

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

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits** *Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*	

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
BA-205	Business Communications with Technology	44	4				
COMM-111Z	Public Speaking	44	4				
Winter Term							
BA-123	Leadership & Motivation	33	3				
BA-285	Human Relations in Business	44	4				
Spring Term							
BA-122	Teamwork	33	3				
BA-124	Negotiation	33	3				
TOTAL *CURRENT* CREDITS:			21	**TOTAL *PROPOSED* CREDITS:**			

College Contact	Frank Corona	**Telephone No.**	6498
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature		**Date**	

Community College Program Suspension Form

Office of Community College and Workforce Development (CCWD) Policy

All suspended AAS degrees, AAS option degrees, or certificate of completion programs must be reported to CCWD immediately. It is required that the college send a signed letter of notification, approved by the chief academic officer or college president, that includes the name of the program to be suspended. The letter must include all information found in the below form or be attached to the filled out form. Multiple program suspensions may be included in one letter.

Oregon Administrative Rules

OAR 589-006-0350 (4)

Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Office of its intent to suspend a program. The Office will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the Certificate of Completion and Associate Degree Approval Procedure identified

Name of College

Clackamas Community College

Date of Letter

Date on signed letter by Chief Academic Officer or College President.

5/15/23

Full Name of Program as it appears in Webforms and Award

Example: Administrative Office Professional***Medical (AASO)

Project Management *** Project Management Leadership & Communication (CPCC)

Full 8 Digit CIP Code

52.0205ZC

Suspension Date

Date College is requesting the program be suspended in Webforms.

6/30/23

Community College Program Suspension Form

Reason for Suspension

Community Colleges may suspend an AAS degree, AASO degree, and a certificate of completion program due to a variety of factors that include, but are not limited to: low student enrollment, lack of financial resources, inability to recruit qualified instructors, and changes in employment opportunities or workforce needs. Below site the college's reasons for suspension, including all documented background information (e.g. labor outlook, board approvals, decline of student enrollment.) If more space is needed, please attach the additional information to this document.

Student Enrollment

Data that shows the declining enrollment. If the program is not suspended due to student enrollment, then please write "No Impact".

No impact

Financial Resources

Explain the financial resource decisions that lead to the suspension of this program. If the program is not suspended due to financial limitations, then please write "No Impact".

No impact

Inability to Recruit Qualified Instructors

List the steps that the college took to find qualified instructors. If the program is not suspended due to an inability to recruit qualified instructors, then please write "No Impact".

No impact

Community College Program Suspension Form

Industry Need

How did the industry/employment changes in your area lead to the suspension of this program. If the program is not suspended due to a change in industry/employment needs, then please write "No

Project Management Advisory Board recommended suspending this program. Likely will create a consolidated Career Pathway in the near future.

Other Reasons

Please list all other impacts that lead to the suspension of this program. If the program is not suspended due to other reasons, then please write "No Impact".

This program contains six courses which address soft skills and public speaking skills. There are no project management skills taught within any of the six courses of this program. However, because students are completing this certificate and even listing within their resumes, it is assumed that the program contains project management practices and skills. At this time we are choosing to suspend the program rather than add courses to it that might resemble the other two certificates in the program that do contain project management instruction.

Teaching Out Obligations

"Teaching out" the program includes, but may not be limited to: plans for students currently enrolled in the program to complete in a timely manner, reimbursement plans, date of deletion from the college catalog, informing and transition of faculty, and notifying employers, workforce development organizations and other community stakeholders.

Students Currently Enrolled in the Program

List all the steps the college is taking to assist the students who are currently enrolled in the program.

We will continue to allow all students still in the program to take the courses in the program until completion of the certificate.

Community College Program Suspension Form

Reimbursement Plans

Teaching out a program is always preferred. If the college is not able to teach out the program, what is the plan to reimburse studens who will be affected by this suspension?

We will not have to reimburse students as we will continue offering all courses to students within this program.

What date will this program be deleted from the college catalog (online and written)

6/30/23

Informing the college community and faculty impact

How do you plan to inform the college community and address any impacts to faculty?

No impact

Stakeholder Notification

What is the college's plan on notifying stakeholders (employers, workforce dev. organizations, high schools if the suspended program was a part of a Perkins Program of Study, and other partners?

The Project Management Advisory Committee is the first entity that advised us as to the problems with this certificate and the fact that the courses involve soft skills only when it is labeled and listed as a course containing the hard skills involved in project management. We may, at some time in the future, revisit this program and rename to address it's "soft skills only" approach. Community partners and other stakeholders will still be very enthused by the current Project Management AAS, and two current project management certificates (Project Management CC, Project Management Tools & Techniques).

Submit letter, form and any attachments to: Kasena.Dailey@HECC.Oregon.Gov

Teach-Out Plan

Program Name: Project Management Leadership & Communication

Program Type: CPCC

Required Program Credits: 21

Plan Implementation Date: 6/1/2023

Date of Suspension of Student Admission:

Last Term of Program Teach Out: Summer 2023

# of Students in Program: 9

Source for Student Enrollment: *Clackamas Community College Reports—Active Student Listing by Academic Program with EFAs*

Teach Out Plan:

This plan must allow students to complete a goal without being disadvantaged. The plan cannot cost the student additional money. The teach out plan can include solutions to situations that would result in additional student costs, such as offering free tuition to students for the additional courses they may have to complete in order to be awarded a degree. The teach-out plan should also consider how the department will handle students who want to return to the degree program, but were not enrolled in the program at the time of termination. The following grid must be completed as part of the Teach Out Plan.

How will these promises to the students be met?	**Describe**
Maintain the necessary experience, resources, and support services	Because all courses will remain available to all current students as they are all part of the overall Project Management program, all associate faculty, full-time faculty, resources, and support services will remain in place.
Remain stable, carry out its mission, and meet all its obligations to students	All six courses will remain accessible to all current students. Faculty, advising, and courses will remain stable in order to support all students. in the current program until all students graduate from the program or no longer wish to continue the program.
Offer the program without additional charge	There will be no additional charges to students taking courses within the current program as these courses will remain and will be offered in other project management certificates and within the

	two year Project Management AAS. All fees, tuition, and textbook charges will not be changed and/or any add-on costs required for students within the current program.

Communication plan with students:

This plan must explain how students will receive communication regarding the suspension of a program. Examples include meetings, emails, and letters. In some cases, multiple meetings at different times of the day may be required.

Our communication to students will be centered around course changes (new courses taking place of previous courses, etc.). Because this is an administrative suspension only because of the percentage of changes to the current program, we will not confuse students by communicating anything about suspension of the program. The program will continue to be offered fully to all students.

Program Amendments

June 2, 2023

Program	Implementation
Project Management AAS	2023/SU
Project Management CC	2023/SU
Project Management Tools & Techniques CPCC	2023/SU

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title: **Project Management** AAS.PROJECTMNGT	**52.0211**	**I**	*****	√ **AAS (90-108 credits)**	**90-92**
Option Title**				☐ *OPTION* **to AAS Degree**	
Related Certificates: Project Management Certificate ~~Project Management Leadership & Communication CP~~ Project Management Tools & Techniques CP				☐ **Certificate of Completion**	

Last amendment approved on 01.20.23

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

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits**	
***Proposed* AAS Title:**			
***Proposed* Certificate Title:**			
☐ ***SUSPENSION* of Program**	*Reason for Suspension:*		
Suspension Effective Date:			

CURRICULUM AMENDMENT							
CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Project Management Associate of Applied Science Degree: 1st Year							
Fall Term							
BA-101	Introduction to Business	44	4				
BA-131	Introduction to Business Computing	44	4				
MTH-065 Or BA-104	**Algebra II or Business Math**	**33-44**	**3-4**				
WR-121Z	**Composition I**	**44**	**4**				
Winter Term							
BA-120	Project Management Fundamentals	44	4				
BA-226	Business Law I	44	4	Move to 1st Year, Spring Term			
BT-177	Microsoft Project	33	3	REMOVE			
COMM-111Z	Public Speaking	44	4	Move to 2nd Year, Fall Term			
				BA-125	Project Management Prep	55	5
				CS-135S	Microsoft Excel	33	3
				--	Project Management program elective		4
Spring Term							
BA-111 Or BA-211	General Accounting I or Financial Accounting	33-44	3-4				
BA-122	Teamwork	33	3	REMOVE			
BA-124	Negotiation	33	3	REMOVE			
BA-217	Budgeting for Managers	33	3	Move to 2nd Year, Fall Term			
--	Project Management Program Electives		3	REMOVE			
				BA-127	Project Management: Agile & Change Management	44	4
				BA-205	Business Communications with Technology	44	4
				BA-226	Business Law I	44	4
Project Management Associate of Applied Science Degree: 2nd Year							
Fall Term							
BA-125	Advanced Project Management Tools	55	5	Move to 1st Year, Winter Term			
BA-205	Business Communications with Technology	44	4	Move to 1st Year, Spring Term			
BA-223	Principles of Marketing	44	4	Move to 2nd Year, Winter Term			
BA-285	**Human Relations in Business**	**44**	**4**	Move to 2nd Year, Winter Term			
				BA-128	Project Management: Leadership Strategies	44	4
				BA-217	Budgeting for Managers	33	3

				BA-251	Supervisory Management	33	3
				COMM-111Z	Public Speaking	44	4
Winter Term							
BA-123	Leadership & Motivation	33	3	REMOVE			
BA-126	Project Management: Workshop	33	3	REMOVE			
BA-206	Management Fundamentals	44	4	REMOVE			
CS-135S	Microsoft Excel	33	3	Move to 1st Year, Winter Term			
--	**PE/Health/Safety/First Aid requirement (see catalog)**		**1**	Move to 2nd Year, Spring Term			
				BA-223	Principles of Marketing	44	4
				BA-285	**Human Relations in Business**	**44**	**4**
				--	Project Management Program Electives		5
Spring Term							
BA-268	Applied Project Demonstration	33	3				
WR-227Z	Technical Writing	44	4				
--	Project Management Program Electives		7	--	Project Management Program Electives		6
				--	**PE/Health/Safety/First Aid requirement (see catalog)**		**1**
				BA-264	Project Management Tools	33	3
Project Management Program Electives							
Any Business Administration (BA) or Business Technology (BT) course not included in the Project Management program.				Any BA or BT course not included in the program. CS Courses as approved by department. Any of the following courses:			
				COMM-112	Persuasive Speaking	44	4
				COMM-218Z	Interpersonal Communication	44	4
				FYE-101	First Year Experience Level I	22	2
				FYE-102	First Year Experience Level II	11	1
				WR-101	Workplace Writing	44	4
TOTAL *CURRENT* CREDITS:			90-92	**TOTAL *PROPOSED* CREDITS:**			

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

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

CAREER LEARNING AREA	
☐ Ag, Food & Natural Resource Systems	☐ Health Services
☐ Arts, Information & Communications	☐ Human Resources
☐ Business & Management	☐ Industrial & Engineering Systems

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title: Project Management AAS				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Certificate Title: *Within* **AAS Degree? √ Yes** ☐ No** **Project Management** CC.PROJECTMNGT	**52.0211**	**L**	*	√ **CCR Related Certificate (12-30 credits)**	**24**

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

Last amendment approved on 02/15/19

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits**	
		Proposed **Total Credits:**	**23**
Proposed **AAS Title:**			
Proposed **OPTION Title:**			
Proposed **Certificate Title:**			
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*		
Suspension Effective Date:			

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
BA-120	Project Management Fundamentals	44	4				
BA-125	Project Management Prep	55	5				
Winter Term							
BA-123	Leadership & Motivation	33	3	REMOVE			
BA-126	Project Management: Workshop	33	3	REMOVE			
BT-177	Microsoft Project	33	3	REMOVE			
				BA-127	Project Management: Agile & Change Management	44	4
				BA-128	Project Management: Leadership Strategies	44	4
Spring Term							
BA-122	Teamwork	33	3	REMOVE			
BA-124	Negotiation	33	3	REMOVE			
				BA-264	Project Management Tools	33	3
				BA-268	Applied Project Demonstration	33	3
TOTAL *CURRENT* CREDITS:			24	**TOTAL *PROPOSED* CREDITS:**			23

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

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

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

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

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

CAREER LEARNING AREA

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

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title: Project Management AAS				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Certificate Title: *Within* AAS Degree? √ Yes ☐ No **Project Management Tools & Techniques – Career Pathway** CC.PMTOOLTECH	**52.0211**	**Z**	*	√ **Career Pathway (12-44)**	**21**

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

Last amendment approved on 02/15/19

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits** ***Proposed* Total Credits: 34**
***Proposed* AAS Title:**		
***Proposed* OPTION Title:**		
***Proposed* Certificate Title:**		
☐ ***SUSPENSION* of Program**	*Reason for Suspension:*	
Suspension Effective Date:		

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

CURRICULUM AMENDMENT

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

CURRENT CURRICULUM 22-23				*PROPOSED CURRICULUM 23-24*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
BA-120	Project Management Fundamentals	44	4				
BA-125	Project Management Prep	55	5				
				COMM-111Z	Public Speaking	44	4
Winter Term							
BA-126	Project Management: Workshop	33	3	REMOVE			
BT-177	Microsoft Project	33	3	REMOVE			
				BA-127	Project Management: Agile & Change Management	44	4
				BA-128	Project Management: Leadership Strategies	44	4
				BA-251	Supervisory Management	33	3
Spring Term							
BA-217	Budgeting for Managers	33	3	REMOVE			
CS-135S	Microsoft Excel	33	3				
				BA-264	Project Management Tools	33	3
				--	Electives		4
Electives							
				Any BA or BT course not included in the program. CS Courses as approved by department. Any of the following courses:			
				FYE-101	First Year Experience Level I	22	2
				FYE-102	First Year Experience Level II	11	1
				WR-101	Workplace Writing	44	4
TOTAL *CURRENT* CREDITS:			21	**TOTAL *PROPOSED* CREDITS:**			34

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

Course Inactivations

June 2, 2023

Course Number	Title	Implementation
BA-122	Teamwork	2023/SU
BA-124	Negotiation	2023/SU
BA-126	Project Management: Workshop	2023/SU
BT-177	Microsoft Project	2023/SU

Clackamas Community College

Online Course/Outline Submission System

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

Date approved: March 15, 2019 Certified General Education Area(s): None

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Frank
Last Name: Corona
Phone: 6498
Email: francisco.corona

Course Prefix and Number: BA - 122

 # 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: Teamwork

Course Description:

Focuses on team dynamics and skills for achieving goals while working in a diverse group. Students complete a team project and in the process, practice successful communication strategies, goal definition, schedule coordination, peer feedback, and conflict management. Additional course topics include learning styles, diversity, appreciating differences, and ethical behavior in teams.

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): Project Management AAS, Project Management CC, Project Management Leadership and Communication CC

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

Yes

Recommendations: Working knowledge and access to MS Excel and MS Word

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. name the five stages of team development (forming, storming, norming, performing, and adjourning) and discuss common team member behaviors in each;
2. identify the conditions and behaviors that detract from our enhance team member productivity and successful project outcomes;
3. create a team contract by working with other team members to define team project goals, individual roles, communication methods, decision making approaches, and team norms;
4. identify individual learning styles and values to measure how to compare to other team members'; discuss how to capitalize on synergies and mitigate negative impacts from individual styles;
5. discuss common approaches to conflict management (competing, compromising, accommodating, avoiding, and collaborating) and describe when each might most appropriately be used;
6. identify challenges inherent in virtual team composition and explain methods for their mitigation;
7. name effective meeting management techniques, including creating and adhering to an agenda, effectively managing time, facilitating open communication amongst meeting attendees, and tracking action item assignments; engage in team meetings and then critique meeting success relative to best practices in meeting management;
8. develop and deliver a team presentation to demonstrate team building and team management skills and principles.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Defining team success.
2. Understanding basic team development processes.
3. Communication and conflict in teams.
4. Power, social influence, and motivation.
5. Decision making and problem solving.
6. Managing diversity.
7. Virtual teams.
8. Team-building and team training.
9. Evaluating and Rewarding Teams.

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)

:

First term to be offered:

Specify term: Sp '20

Clackamas Community College

Online Course/Outline Submission System

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

Date approved: December 7, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Frank
Last Name: Corona
Phone: 6398
Email: francisco.corona

Course Prefix and Number: BA - 124

 # 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: Negotiation

Course Description:

Approaches negotiation from both theoretical and practical perspectives, with an emphasis on successful integrative as well as ethical, negotiation techniques. Students engage in multiple one-on-one and team negotiation role plays and complete both pre- and post-negotiation analyses. Students also evaluate effective negotiations from the perspective of themselves and their peers through in-class debrief sessions.

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): Project Management AAS, Project Management CC, Project Management Leadership & Communication CC

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

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. engage in successful negotiation practices, including role-playing and simulations;
2. identify specific negotiation, approaches, processes, and techniques, including successfully closing negotiations;
3. analyze and address issues around differential rights, power, and interests in negotiation;
4. distinguish coalitions and team-based negotiation techniques from individual approaches;
5. identify and describe the ramification of diversity (including gender and culture) in negotiations;
6. discuss ethical and unethical negotiation behaviors along with techniques for combating unethical practices;
7. delineate the role of negotiations in project management.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Negotiation fundamentals.
2. Negotiation sub-processes.
3. Negotiation contexts.
4. Individual differences.
5. Negotiation across cultures.
6. Resolving differences.
7. Negotiation and project management.

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

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

Percent of course: 0%

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)

:

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

Date approved: December 7, 2018 Certified General Education Area(s): None

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Frank
Last Name: Corona
Phone: 6498
Email: francisco.corona

Course Prefix and Number: BA - 126

 # 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: Workshop

Course Description:

In small teams, students will manage a simulated project, including overseeing schedule and resources, and reporting project status. As a final outcome, student teams submit a report and presentation that summarizes the project experience and lessons learned. Course tools include Microsoft Project, in which the student is expected to have prior training.

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 Project Management, Project Management CC, Project Management Tools and Techniques CC

Are there prerequisites to this course?

Yes

Pre-reqs: BA-120 and BA-125. Prerequisite or Corequisite: BT-177

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. discuss the role of strategic management in project selection and prioritization and perform pay back and NPV calculations;
2. develop a project schedule in MS Project, define tasks, durations, and dependencies and assign resources and associated costs;
3. define a project change process and then employ it to respond to unplanned events in a simulated project;
4. analyze a network diagram to determine how adding lags affects the project's critical path and duration;
5. investigate scenarios for "crashing" a project with a defined schedule, calculate the most appropriate choices based on cost per time unit;
6. develop a resource loading chart to determine how much a shortage of given resources affect project duration;
7. prepare a status report with a complete earned value assessment of the project;
8. perform a project audit to detail 'lessons learned,' including what was handled effectively and how things could have been done differently to achieve better results;
9. develop and deliver a team presentation to compare/contrast PMP-certified project managers' priorities and styles;
10. analyze differences between Agile and "waterfall" project management approaches;
11. describe how PMI's Code of Ethics and Professional Conduct is intended to shape a project manager's behavior in a project environment.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Modern Project Management
2. Organization Strategy and Project Selection
3. Organization: Structure and Culture
4. Defining the Project
5. Estimating Project Times and Costs
6. Developing a Project Plan
7. Scheduling Resources and Costs
8. Reducing Project Duration
9. Progress and Performance Measurement and Evaluation
10. Project Audit and Closure

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

1. Increased energy efficiency **No**

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

Percent of course: 0%

Section #2 Course Transferability

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

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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)

:

First term to be offered:

Specify term: Winter 2020

Clackamas Community College

Online Course/Outline Submission System

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

Date approved: December 6, 2019 Certified General Education Area(s): None

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Frank
Last Name: Corona
Phone: 6498
Email: francisco.corona

Course Prefix and Number: BT - 177

 # 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 Project

Course Description:

Covers the basics of using Microsoft Project to plan, schedule, and track a project. Also addresses communicating project information, assigning and tracking resources and costs, tracing progress, and closing a project. Concludes with students using Microsoft Project to produce management and other reports and to share project information with other audiences and applications.

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 Project Management, Project Management CC, Project Management Tools and Techniques CC.

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

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

Yes

Recommendations:

Requirements: Access to MS Project or use CCC Dye Academic Computer Lab for coursework

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. open, close, and save (with project baselines) project files using MS Project;
2. enter project work elements and Work Breakdown Structure information into MS Project;
3. plan a project in MS Project;
4. create a project schedule in MS Project;
5. demonstrate how to use standard and custom report functions in MS Project to communicate project information to other stakeholders;
6. assign resources and costs in MS Project;
7. track progress of projects and elements in MS Project;
8. close projects in MS Project;
9. share project information with other applications.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to course.
2. Opening and closing files in MS Project.
3. Saving files and saving baselines in MS Project.
4. Planning a project.
5. Creating a project schedule.
6. Communicating project information.
7. Assigning resources and costs.
8. Tracking progress and closing the project.
9. Sharing information with other people and applications.

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:

Curriculum Committee Membership 23-24

vacant

Curriculum Committee/Curriculum Office

Member	Committee Role	Ending Term	Term Cycle
Kerrie Hughes	Chair	2024/SP	2-year
Jim Wentworth-Plato	Alternate Chair	2023/SP	2-year
David Plotkin	Vice President, Instruction & Student Services	Ex-Officio	Permanent
Jason Kovac	Dean, Institutional Effectiveness & Planning	Ex-Officio	Permanent
Lisa Reynolds	Associate Dean, Institutional Effectiveness & Planning	Ex-Officio	Permanent
Dru Urbassik	Director, Curriculum & Scheduling	Ex-Officio	Permanent
Megan Feagles	Curriculum & Scheduling Office/Recorder	Ex-Officio	Permanent
Elizabeth Carney	Center for Teaching and Learning Representative	Ex-Officio	Permanent
Rotates	ASG Student Representative	Ex-Officio	Permanent
	Library	2025/SP	3-year

Academic Foundations and Connections (AFAC)

Member	Committee Role	Ending Term	Term Cycle
Tara Sprehe	Dean, AFAC	Ex-Officio	Permanent
Chris Sweet	Registrar	Ex-Officio	Permanent
Terrie Sanne	Financial Aid	Ex-Officio	Permanent
Sarah Steidl	Graduation Services	Ex-Officio	3-year
Dustin Bare	Director, Student Academic Support Services	2026/SP	3-year
Kara Leonard	Academic and Career Coaches	2026/SP	3-year
Andrea Vergun	Basic Skills Development & ESL	2025/SP	3-year
Amanda Coffey	English	2024/SP	3-year
Tracy Nelson	Health/Physical Education; **Review Team Lead**	2025/SP	3-year
Hillary Abbott	Math	2025/SP	3-year
Juan Cortes	Faculty-At-Large	2026/SP	3-year

Arts & Sciences

Member	Committee Role	Ending Term	Term Cycle
Sue Goff	Dean, Arts & Sciences	Ex-Officio	Permanent
Aundrea Snitker	**Associate Dean, Arts & Sciences; Review Team Lead**	Ex-Officio	Permanent
Nora Brodnicki	Art, Comm, Theatre, Journalism, World Lang, Music	2023/SP	3-year
George Burgess	Faculty-At-Large	2023/SP	3-year
Rick Carino	Computer Science	2023/SP	3-year
Patricia McFarland	Faculty-At-Large	2024/SP	3-Year
Jim Wentworth-Plato	Horticulture	2023/SP	3-year
Eric Lee	Sciences and Engineering	2025/SP	3-year
Kerrie Hughes	Faculty-At-Large	2024/SP	3-year
Charles Siegfried	Associate Faculty	2025/SP	3-year
	Faculty-At-Large	2025/SP	3-year

Technology, Applied Science, and Public Services (TAPS)

Member	Committee Role	Ending Term	Term Cycle
Armetta Burney	Dean, TAPS	Ex-Officio	Permanent
Erin Gravelle	**Associate Dean, TAPS; Review Team Lead**	Ex-Officio	Permanent
	Wilsonville, Apprenticeship, Fire, Emergency	2025/SP	3-year
Sharron Furno	Education, Human Services, Criminal Justice/Public Services	2023/SP	3-year
Dawn Hendricks	Faculty-At-Large; Review Team Lead	2024/SP	3-year
Mike Mattson	Industrial Technology	2024/SP	3-year
Helen Wand	Nursing, Allied Health/Associate Faculty	2024/SP	3-year
Wryann Van Riper	Automotive/Welding	2025/SP	3-year

Sub-Committees

Related Instruction Sub-Committee

Member	Ending Term
Lisa Reynolds (Lead)	Ex-Officio
Elizabeth Carney	Ex-Officio
Sarah Steidl	Ex-Officio
Kerrie Hughes	2024/SP
Tracy Nelson	2025/SP

General Education Sub-Committee

Member	Ending Term
Lisa Reynolds (Lead)	Ex-Officio
Elizabeth Carney	Ex-Officio
Nora Brodnicki	2023/SP
Sharron Furno	2023/SP
Kerrie Hughes	2024/SP
Patricia McFarland	2024/SP

2023-2024 Sabbaticals