Curriculum Committee Agenda

April 5, 2024 (8-9:30am)

	Presenter	Action
1. **Welcome and Introductions** 2. **Curriculum Committee Attendance**	**Chair**	
3. **Approval of Minutes**	**Chair**	Approval

4. **Consent Agenda**
  a. Course Number Changes
  b. Course Title Change
  c. Reviewed Outlines for Approval
	Chair	Approval

5. **Course and Program Approvals**
  a. **Common Course Numbering (CCN) Courses**
    a. BA-101Z, BA-211Z, BA-213Z
    b. ENG-104Z, ENG-105Z, ENG-106Z
    c. PSY-201Z, PSY-202Z
	Curriculum Office	Approval/24.SU

b. **CCN Programs (42)**
  c. **Education Program Amendments**
    a. Career & Technical Education (CTE) Licensure
    b. Elementary Education AAOT
    c. Early Childhood Education & Family Studies AAS
    d. Early Childhood Education & Family Studies CC
	Curriculum Office
	Dawn Hendricks
		Approval/24.SU
		
		Approval/24.SU
		Approval/24.SU
		Approval/24.SU
		
		Approval/24.SU

d. **Related Instruction** a. FRP-255, HE-163, HE-164, HOR-115	**Related Instruction Review Team**	Approval

e. **New Course – ART-294**
  f. **Health Science Changes**
    a. **Course Inactivation – MA-135**
    b. **New Courses – HP-120, HP-130**
    c. **Amendments**
      i. Emergency Management Professional AAS
      ii. Emergency Medical Technology CC
      iii. Medical Assistant CC
      iv. Medical Billing & Coding CC
      v. EFA, Health Professions
      vi. Healthcare Careers CC
    d. **Program Learning Outcomes –** Healthcare Careers CC
	Nora Brodnicki
	Virginia Chambers
		Approval/24.SU
		
		Approval/24.SU
		Approval/24.SU
		
		Approval/24.SU
		Approval/24.SU
		Approval/24.SU
		Approval/24.SU
		Approval/24.SU
		Approval/24.SU
		Info/24.SU

6. **Old Business**		
7. **New Business** a. Course Offering Terms	**Dustin Bare**	
8. **Closing Comments**		

Curriculum Committee Members Sign-In Sheet

Enter a 1 in the Present/Absent column

Guests, please sign in on the "Guests" tab

Present: Amanda Coffey, Andrea Vergun, April Smith, Armetta Burney, ASG (Stephani Dale), Aundrea Snitker, Charles Siegfried, Chris Sweet, David Plotkin, Dawn Hendricks, Deanna Myers, Dru Urbassik, Dustin Bare, Eric Lee, Erin Gravelle, Gentiana Loeffler, Jason Kovac, Jordan Gulley, Juan Cortes, Kara Leonard, Kelly Mercer, Kari Hiatt, Kerrie Hughes (Chair), Lisa Reynolds, Megan Feagles (Recorder), Mike Mattson, Nora Brodnicki, Patricia McFarland, Sue Goff, Tara Sprehe, Terrie Sanne, Sarah Steidl, Tracy Nelson, Virginia Chambers

Guests: Mike Farrell

Absent: Debra Carino, Elizabeth Carney, Wryann Van Riper

1. **Welcome & Introductions**
2. **Attendance**

3. **Approval of Minutes**
   a. Approval of the March 1, 2024 minutes
   Motion to approve, approved

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

5. **Course and Program Approvals**
   a. **Horticulture Amendments**
      Curriculum Office presented for April Chastain
      a. Horticulture AAS
         i. Adding HOR-263 to electives
      b. Landscape Management AAS
         i. Changing HOR-290 from 3 credits to 1 credit in the electives
      c. Landscape Management AAS, Arboriculture Option
         i. Changing HOR-290 from 3 credits to 1 credit in the electives
      Motion to approve, approved

   b. **Related Instruction – COMM-111Z**
      a. Lisa Reynolds presented for the Related Instruction Review Team
      b. The RI Review Team has evaluated COMM-111Z recommends to Curriculum Committee that it be placed on the Related Instruction list for Human Relations
      Motion to approve, approved

   c. **New Courses – COMM-100ES, COMM-100BL**
      a. Kerrie Hughes presented
      b. Need for current student population and to help students finish the Initial Welding Certificate
      c. COMM-100BL: Some students aren't comfortable with a fully English course, and this may help them transition.
         i. There was concern about how the courses would transfer.
         ii. It was suggested at COMM-100BL be run as an experimental course (a 199) in spring term.
         iii. The offering term should be updated to be "not every term"
         iv. No vote on COMM-100BL. It will be run as a 199 for spring term
      NOT APPROVED. NO VOTE ON EITHER COURSE. Tabling for review.

   d. **Industrial Technology Program Amendments**
      Mike Farrell presented
      a. Electronics Engineering Technology AAS
         i. Adding COMM-111Z as the Human Relations Related Instruction course. Total credits change from 97 to 98.

      b.   Electronics Engineering Technology CC
           i.   Adding COMM-111Z as the Human Relations Related Instruction course. Total credits change from 47 to 48.
      c.   Microelectronics Systems Technology AAS
           i.   Adding COMM-111Z as the Human Relations Related Instruction course. Total credits change from 90 to 91.
      d.   Microelectronics Systems Technology CC
           i.   Adding COMM-111Z as the Human Relations Related Instruction course. Total credits change from 48 to 49.

Motion to approve, approved

      e.   **More Industrial Technology Program Amendments**
          Mike Mattson presented
          a.   Industrial Maintenance Technology Mechanical Maintenance CC
              i.   Adding MTH-065 and MTH-095 as math options. Total credits change from 48 to 48-49.
          b.   Machine Tool Technology CC
              i.   Adding MTH-065 and MTH-095 as math options. Removing MTT-123 and adding MFG-221.Total credits change from 51 to 50-51.

Motion to approve, approved

6. **Old Business**
    a.
7. **New Business**
    a.
8. **Closing Comments**
-Meeting Adjourned-

Next Meeting: April 5, 2024 (8-9:30am)

CONSENT AGENDA

1. Course Title Change

Course	Current Title	Proposed Title
ED-169	Overview of Students With Special Needs	Overview of Special Education

2. Course Number Change

Course	Title	Proposed Course Number
ED-169	Overview of Students With Special Needs	ED-269
MA-110	Medical Terminology	HP-110

3. Outlines Reviewed for Approval

Course	Title	Implementation
BA-112	General Accounting II	2024/SU
BA-177	Payroll Accounting	2024/SU
BA-206	Management Fundamentals	2024/SU
BA-216	Cost Accounting	2024/SU
BA-217	Budgeting for Managers	2024/SU
BA-228	Computerized Accounting	2024/SU
BA-239	Advertising	2024/SU
BA-240	Introduction to Financial Management	2024/SU
BA-250	Small Business Management	2024/SU
BA-255	Governmental and Nonprofit Accounting	2024/SU
BA-256	Income Tax Accounting	2024/SU
ED-269	Overview of Special Education	2024/SU
HP-110	Medical Terminology	2024/SU
MA-150	Medical Office Practices	2024/SU
MA-152	Examination Room Techniques I	2024/SU
MA-152L	Examination Room Techniques I Lab	2024/SU
MA-154	Body Systems and Pharmacology	2024/SU
MA-158	Seminar I	2024/SU
MTH-231	Elements of Discrete Mathematics	2024/SU
PHB-110	Fundamentals of Phlebotomy	2024/SU
PHB-112	Phlebotomy Techniques	2024/SU
PSY-231	Introduction to Human Sexuality	2024/SU
R-101	Judaism and Foundations of Religion	2024/SU
SOC-225	Social Problems	2024/SU

Course Change Request

Date Submitted: 03/20/24 10:20 am

Viewing: **BA-112 : General Accounting II**

Last approved: 11/07/23 4:59 am

Last edit: 03/20/24 10:20 am

Changes proposed by: Joan San-Claire (joan.san-claire)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  CC.ACNTGCLERK: Accounting Clerk
  AAS.ACCNTG: Accounting

Credits/Hours/Instructional Method Change

History

Is Topic Shell Course?

Are you the Faculty Contact Person?

Yes

Course Prefix	BA - Business Administration
Course Number	112
Department	Business
Division	Arts and Sciences
Course Title	General Accounting II

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total 44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

Course Description

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

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies
Elective Only
Foundational Requirement

Is this class challengeable?

No ~~Yes~~

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

BA-111 or BA-211Z ~~BA-211~~

Corequisites

Prerequisites or Corequisites

BA-131 or some knowledge of Excel

Recommended

Prerequisites

~~BA-131 or CS-135S~~

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Winter/Spring ~~Winter/Spring~~

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	calculate and record pay and payroll taxes, and review required tax forms;
2	account for receivables, practice methods of writing off bad debt;
3	calculate interest expense and record notes payable;

	Upon successful completion of this course, students should be able to:
4	adjust merchandise inventory for perpetual systems;
5	measure the cost of property, plant, and equipment, calculate depreciation;
6	examine accounting for partnerships;
7	analyze financial statements and interpret ratios to evaluate performance;
8	track the flow of costs for a manufacturer; ~~manufacturer.~~
9	solidify essential general accounting skills.

Major Topic Outline

1. Payroll. 2. Bad debts. 3. Notes receivable and notes payable. 4. Merchandise inventory accounting. 5. Property, plant, equipment, and intangible assets. 6. Partnership accounting. 7. Financial analysis. 8. Manufacturing accounting. 9. Solidify essential general accounting skills.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

                    OIT - Oregon Institute of Technology

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

                    OSU - Oregon State University

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)
  LB BA 112 Practical Accounting II

How does it transfer?

  general elective
  other (provide details)

Details of how course transfers

  business elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Preview Bridge

Course Change Request

Date Submitted: 03/15/24 9:24 am

Viewing: **BA-177 : Payroll Accounting**

Last approved: 06/06/23 5:22 am

Last edit: 03/15/24 9:24 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  CC.ACNTGCLERK: Accounting Clerk
  AAS.ACCNTG: Accounting

Justification for this

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact

Course Prefix	BA - Business Administration
Course Number	177
Department	Business
Division	Arts and Sciences

Approval Path

1. 03/15/24 9:30 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Jun 6, 2023 by Megan Feagles (megan.feagles)

Course Title	Payroll Accounting

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
CEU's	
Min Credit	3.00
Variable Credit	No
Max Credit	
Variable Credit	

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	33
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

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 (ACTI Code)

100 - Lower Division Collegiate

CIP Code

Select at least one of the following:

Elective Only

Select one of the following career areas:

Target Population:

Choose all that apply:

Reason for the Proposal

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Up to how many credits can this course be

Course Requisites

Required

Prerequisites

BA-111 or BA-211Z ~~BA-211~~

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

BA-131 or some knowledge of Excel

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter/Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Related Instruction

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

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.

AAOT/ASOT General Education Outcomes

Course Outline Mapping Chart

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academi
professional audiences.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

AL: Arts and Letters Outcomes

Interpret and engage in the Arts & Letters, making use of the creative process

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human beha

SC: Science or Computer Science Outcomes

Gather, comprehend, and communicate scientific and technical infor
models, and solutions and generate further questions.

Outcome Assessment Strategies

Outcomes Assessment Strategies

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.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer
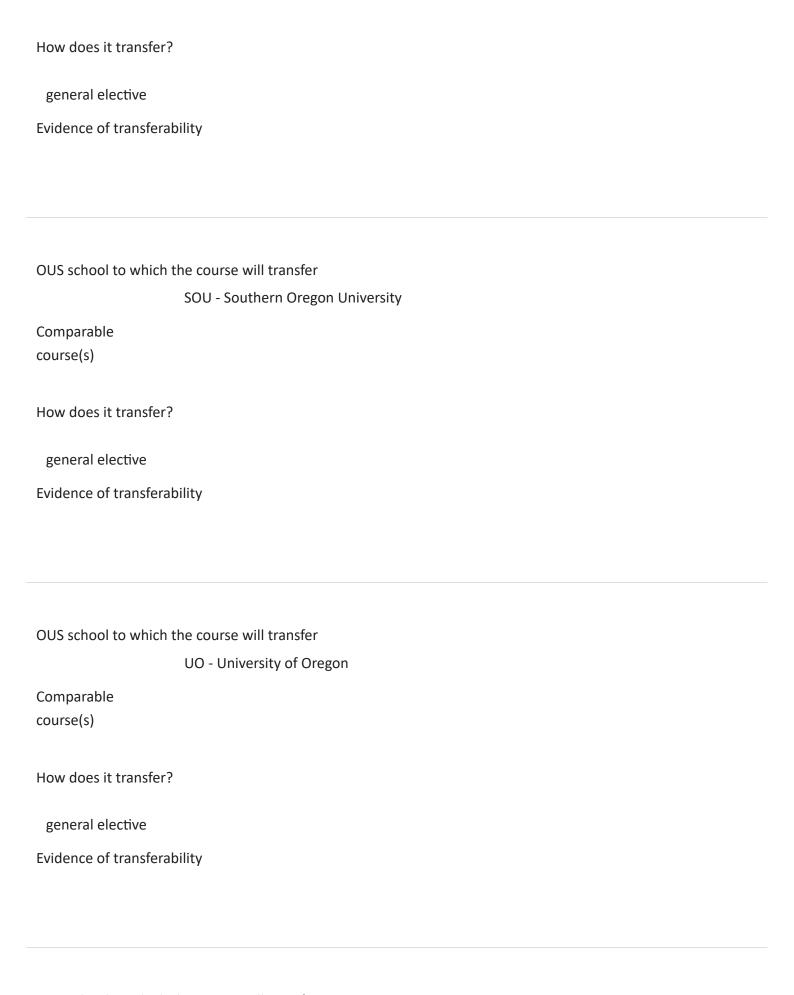
EOU - Eastern Oregon University

Comparable
course(s)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

How does it transfer?

  general elective

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

How does it transfer?

  general elective

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

How does it transfer?

  general elective

Evidence of transferability

OUS school to which the course will transfer

Comparable
course(s)

How does it transfer?

general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Key: 288

Preview Bridge

Course Change Request

Date Submitted: 03/15/24 9:25 am

Viewing: **BA-206 : Management Fundamentals**

Last approved: 12/02/23 5:14 am

Last edit: 03/15/24 9:25 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  CC.RETAILMGTL1Y: Retail Management
  CC.BUSMANAGEMENT: Business Management
  AAS.BUSINESS: Business
  CC.FIRSTLINEFUND: First-Line Supervisor Fundamentals

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	206
Department	Business
Division	Arts and Sciences

Approval Path

1. 03/15/24 9:30 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)
2. Dec 2, 2023 by Sharon Parker (sharonp)

Course Title	Management Fundamentals

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Concepts and theories of management with focus on planning, organizing, leading, and controlling. Decision making, planning principles, global management, managing people and teams, effective communication, and motivation are included.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

BA-101Z ~~BA-101~~ and BA-251

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Winter/Spring

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	demonstrate an understanding of the functions of leading, planning, organizing, and controlling in an organization;
2	demonstrate an understanding of theories/concepts related to the topics of ethics, social responsibility, global management, decision making, change management, motivation, diversity, organizational culture, organizational structure, teamwork, communication, and/or employee performance management;
3	demonstrate an understanding of the various historical and contemporary management and leadership theories.

Major Topic Outline

1. History of Management 2. Ethics and Social Responsibility 3. Decision Making 4. Planning 5. Strategic Management 6. Global Management 7. Organizational Culture & Structure 8. Organizational Change & Innovation 9. Human Resource Management 10. Managing Diversity 11. Managing & Motivating Individuals 12. Managing Groups & Teams 13. Leadership 14. Controls 15. Interpersonal & Organizational Communication

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

BUS215 Oregon Institute of Technology BA374 (Southern Oregon University) BA321 (Eastern
Oregon University)

How does it transfer?

general elective
other (provide details)

Details of how course transfers

OIT Articulation: AAS Business to BS in Operations Management

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/15/24 9:25 am

Viewing: **BA-216 : Cost Accounting**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:25 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
   Business Administration (BA)

Programs
referencing this
course
   AAS.ACCNTG: Accounting

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	216
Department	Business
Division	Arts and Sciences
Course Title	Cost Accounting

Approval Path

1. 03/15/24 9:31 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Cost accounting extends the content of BA-213Z, BA-213, which focused on managerial accounting. Specifically, job order and process costing are examined in depth, including: variances and cost estimations; standard and variable costing in the manufacturing environment; inventory and capacity analysis; customer-profitability analysis; spoilage, rework and scrap; and performance measurement.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
BA-213Z BA-213

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

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

Major Topic Outline

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

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

How does it transfer?

   general elective

Evidence of transferability

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)

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

How does it transfer?

   general elective

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Preview Bridge

Course Change Request

Date Submitted: 03/15/24 9:25 am

Viewing: **BA-217 : Budgeting for Managers**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:25 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages referencing this course	Business Administration (BA)
Programs referencing this course	CC.MGMTFUND: Management Fundamentals CC.RETAILMGTL1Y: Retail Management CC.BUSMANAGEMENT: Business Management AAS.ACCNTG: Accounting AAS.BUSINESS: Business

Justification for this inactivation request

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact Email

Course Prefix	BA - Business Administration
Course Number	217
Department	Business
Division	Arts and Sciences
Course Title	Budgeting for Managers

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes

Only Pass/No Pass	No
Audit	Yes
CEU's	
Min Credit	3.00
Variable Credit	No
Max Credit	
Variable Credit Increment	

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	33
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

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

Type of Course (ACTI Code)

100 - Lower Division Collegiate

CIP Code

Select at least one of the following:

Elective Only

Select one of the following career areas:

Target Population:

Choose all that apply:

Reason for the Proposal

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

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

Course Requisites

Required

Prerequisites   BA-211Z ~~BA-211~~

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

BA-213Z ~~BA-213~~ or some experience in budgeting

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in Schedule   Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Related Instruction
Area

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

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

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

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

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

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

Apply analytical skills to social phenomena in order to understand human behavior.

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

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

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.

Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

Outcome Assessment Strategies

Outcomes Assessment Strategies

Other Assessment Tools

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

How does it transfer?

general elective

required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/15/24 9:25 am

Viewing: **BA-228 : Computerized Accounting**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:25 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  CC.ACNTGCLERK: Accounting Clerk
  AAS.ACCNTG: Accounting
  AAS.ADMINPRO: Administrative Professional

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	228
Department	Business
Division	Arts and Sciences
Course Title	Computerized Accounting

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	3.00
Variable Credit	No

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	33
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

An introductory, hands-on experience with computer applications that are used for accounting, including transaction entry for a full accounting cycle, from business setup through month-end close. This course features instruction for Quickbooks Online.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
  BA-111 or BA-211Z BA-211

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Spring

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	prepare general and special journal entries using accounting software for service and merchandising businesses;
2	demonstrate how to complete exercises using accounts receivable, accounts payable, invoicing, payroll, inventory, budgeting, and job cost systems;
3	prepare financial statements and complete financial statement analysis;
4	complete the accounting cycle using accounting software.

Major Topic Outline

1. Integrated computerized accounting tour. 2. Setting up your accounting system 3. Cash-oriented business activities. 4. Additional business activities. 5. Preparing reports. 6. Adjusting entries. 7. Budgeting 8. Reporting business activities.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)
  Offered at all Oregon Community Colleges as BA-228 Computerized Accounting Not offered at
  Universities

How does it transfer?

  general elective

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)
  Offered at all Oregon Community Colleges as BA-228 Computerized Accounting Not offered at
  Universities

How does it transfer?

  general elective

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

   Offered at all Oregon Community Colleges as BA-228 Computerized Accounting Not offered at
   Universities

How does it transfer?

   general elective

Evidence of transferability

OUS school to which the course will transfer

                  PSU - Portland State University

Comparable
course(s)

   Offered at all Oregon Community Colleges as BA-228 Computerized Accounting Not offered at
   Universities

How does it transfer?

   general elective

Evidence of transferability

OUS school to which the course will transfer

                  UO - University of Oregon

Comparable
course(s)

   Offered at all Oregon Community Colleges as BA-228 Computerized Accounting Not offered at
   Universities

How does it transfer?

   general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Key: 303

Course Change Request

Date Submitted: 03/15/24 9:26 am

Viewing: **BA-239 : Advertising**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:26 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  [Business Administration (BA)](#)

Programs
referencing this
course
  [CC.INTMARKPRO: Integrated Marketing & Promotion](#)
  [CC.MARKETING: Marketing](#)

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	239
Department	Business
Division	Arts and Sciences
Course Title	Advertising

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Emphasizes a strategic and integrated approach to promotion where traditional and non-traditional techniques of promotion are explored. The relationship and role of advertising to marketing will be stressed throughout the course.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

BA-101Z, ~~BA-101,~~ and WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	discuss basic advertising terminology and career opportunities in the advertising field;
2	describe the role of promotion as it relates to a comprehensive marketing mix strategy;
3	outline the relationship between ethics, social responsibility and promotion;
4	list and differentiate among basic techniques used to research and plan promotional strategy;
5	describe and discuss the characteristics, advantages and limitations of the major advertising media in the US;
6	identify and create different forms of traditional and non-traditional promotion, understand the appropriate use of each;
7	work effectively as a team member through group projects, case studies, and problem analysis;
8	develop an appropriate, efficient and effective integrated marketing communications plan for a company or organization.

Major Topic Outline

1. Integrated marketing communications. 2. Corporate image and brand management. 3. Buyer behaviors. 4. The IMC planning process. 5. Advertising management. 6. Advertising design: theoretical frameworks and types of appeals. 7. Advertising design: message strategies and executional frameworks. 8. Traditional media channels. 9. E-active marketing. 10. Alternative marketing. 11. Database and direct response marketing and personal selling. 12. Sales promotions. 13. Public relations and sponsorship programs. 14. Regulations and ethical concerns. 15. Evaluating an integrated marketing program.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)
  EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
  415

How does it transfer?

  general elective
  required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
415

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
415

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
415

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)
  EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
  415

How does it transfer?

  general elective
  required or support for major

Evidence of transferability

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)
  EOU-BA 464 OIT-BUS 319 OSU-MRKT 493 PSU-MKTG 340U SOU-BA 432 UO-MKTG 420 WOU-BA
  415

How does it transfer?

  general elective
  required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Key: 307

Course Change Request

Date Submitted: 03/15/24 9:26 am

Viewing: **BA-240 : Introduction to Financial Management**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:26 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages referencing this course	Business Administration (BA)
Programs referencing this course	AAS.ACCNTG: Accounting

Justification for this
inactivation request

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact
Email

Course Prefix	BA - Business Administration
Course Number	240
Department	Business
Division	Arts and Sciences
Course Title	Introduction to Financial Management

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No

Audit	Yes
CEU's	
Min Credit	4.00
Variable Credit	No
Max Credit	
Variable Credit Increment	

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

In this course, you will build upon knowledge obtained from BA-211Z ~~the Principles of Accounting courses~~ to comprehend the process and practice of corporate financial management. Purchasing capital assets and undertaking projects require sound decision-making and management of risk, as well as a solid understanding of the time value of money. In this course, you will delve into discounted cash flow analysis for stocks and bonds, capital budgeting, the cost of capital, and effective corporate financial planning. Both theoretical and practical, our focus is on decisions that are made by the corporate financial manager.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

CIP Code

Select at least one of the following:

Elective Only

Select one of the following career areas:

Target Population:

Choose all that apply:

Reason for the Proposal

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

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

Course Requisites

Required

Prerequisites   BA-211Z ~~BA-211~~

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in Schedule   Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Related Instruction
Area

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

		Upon successful completion of this course, students should be able to:
	1	explain the goals of corporate finance;
	2	apply appropriate techniques to evaluate and manage investment decisions involving interest rates, bonds, and stocks;
	3	evaluate the acquisition of assets and the undertaking of projects using time value of money principles;
	4	demonstrate an understanding of the trade-off between risk and return, financial markets, and the cost of capital;
	5	integrate financial theory to plan appropriate long-term financing structure and policy.

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

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

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

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

Apply analytical skills to social phenomena in order to understand human behavior.

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

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

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.

Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

Outcome Assessment Strategies

Outcomes Assessment Strategies

Other Assessment Tools

Major Topic Outline	1. Introduction to Corporate Finance, Financial Statements, Taxes, and Cash Flow 2. Introduction to Time Value of Money and Discounted Cash Flows 3. Interest Rates and Bond Valuation 4. Stock Valuation 5. Net Present Value (NPV) and Other Investment Criteria 6. Capital Investment Decisions 7. Project Evaluation 8. Capital Market History, Return, Risk, and the Security Market Line (SML) 9. Cost of Capital, Financial Leverage, and Capital Structure Policy 10. Risk, Returns, and Diversification

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

        OSU - Oregon State University

Comparable course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

        general elective
        required or support for major

Evidence of transferability

OUS school to which the course will transfer

        OSU-C - OSU-Cascade

Comparable course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

        general elective
        required or support for major

Evidence of transferability

OUS school to which the course will transfer

        PSU - Portland State University

Comparable course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

        general elective
        required or support for major

Evidence of transferability

OUS school to which the course will transfer

        SOU - Southern Oregon University

Comparable course(s)   BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)

BA-240 at OSU (direct articulation/transfer Business elective for other schools

How does it transfer?

general elective

required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/15/24 9:26 am

Viewing: **BA-250 : Small Business Management**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:26 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  AAS.FULLSTACK: Full-Stack Web Development
  CC.FRONTENDDEV: Front-End Web Development
  AAS.BUSINESS: Business

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	250
Department	Business
Division	Arts and Sciences
Course Title	Small Business Management

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	No
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Focuses on entrepreneurship and small business management from business concept development to new business launch and key steps in between. Students integrate knowledge and skills from prior business coursework to create a substantive business plan or other projects that reinforce essential entrepreneurship and small business management concepts that are associated with this course. Students should take this course in the final year of their academic program(s).

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
BA-101Z, ~~BA-101,~~ BA-119, BA-131, BA-206, BA-213Z, ~~BA-213,~~ BA-223, BA-224, and WR-121Z. Student Petition required for non-Business AAS students

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Spring

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	explain the entrepreneurial concept and discuss its role in businesses;
2	identify strategies to create market advantages and opportunities for small business;
3	apply the strategic process to a small business application including internal and external environmental analysis, goal setting, and tactical implementation;
4	develop a plan for a small business;
5	perform basic financial analyses for a small business.

WR: Writing

SP: Speech/Oral

MA: Mathemati

AI: Artistic

SS: Social Science

SC: Science

Outcome A

Major Topic Outline

1. Entrepreneurial Integrity & Ethics. 2. Getting Started. 3. Franchises and Buyouts. 4. Family Businesses. 5. The Business Plan. 6. The Marketing Plan. 7. The Organizational Plan. 8. The Location Plan. 9. Financial Statements 10. Forecasting Financial Requirements. 11. Sources of Financing. 12. Customer Relationships. 13. Product and Supply Chain Management. 14. Pricing

and Credit Decisions. 16. Promotional Planning. 17. Global Marketing. 18. Managing Human Resources. 19. Managing Operations. 20. Managing Assests. 21. Managing Risk.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

BA260 Introduction to Entrepreneurship at Oregon State University BA260 Introduction to Entrepreneurship at Eastern Oregon University

How does it transfer?

general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/15/24 9:26 am

Viewing: **BA-255 : Governmental and Nonprofit Accounting**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:26 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  Business Administration (BA)

Programs
referencing this
course
  AAS.ACCNTG: Accounting

Justification for this

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact

Course Prefix	BA - Business Administration
Course Number	255
Department	Business
Division	Arts and Sciences

Course Title	Governmental and Nonprofit Accounting

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Variable Credit

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

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

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
BA-211Z BA-211

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

  BA-112, BA-213Z ~~BA-213~~

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

      No

Show course in
Schedule

Print in Schedule

Hide course in catalog

      No

When do you plan to offer this course?

      Spring

Will this class use library resources?

      No

Have you talked with a librarian re

Course Certifications

Is this a Related Instruction course?

      No

Related Instruction

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

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

AAOT/ASOT General

WR: Writing Outcomes

SP: Speech/Oral Communication

MA: Mathematics Outcomes

AL: Arts and Letters Outcomes

Outcome Assessment S

Major Topic Outline

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

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

How does it transfer?

general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Preview Bridge

Course Change Request

Date Submitted: 03/15/24 9:26 am

Viewing: **BA-256 : Income Tax Accounting**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:26 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
   Business Administration (BA)

Programs
referencing this
course
   AAS.ACCNTG: Accounting

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	256
Department	Business
Division	Arts and Sciences
Course Title	Income Tax Accounting

Approval Path

1. 03/15/24 9:31 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Detailed review of the federal tax structure, as it relates to the preparation of individual tax returns, including those with business and investment activities. This course briefly overviews corporate tax returns.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
BA-211Z ~~BA-211~~ or financial accounting experience

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in Schedule   Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	Prepare basic federal income tax returns for individuals, including sole proprietors;
2	Distinguish the different types of taxes, as well as the differences between tax deductions and tax exemptions;
3	Critically evaluate effective tax planning actions that can minimize individual liability.

Major Topic Outline

1. overview of the tax structure to include: tax determination, payments, reporting gross income, itemized deduction, self-employment, and depreciation/amortization. 2. rental activities 3. reporting Property: capital gains/losses, non-taxable changes 4. withholding, payroll, and estimated taxes 5. business entities

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course 0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

BA 256 Income Tax (PCC)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

BA 256 Income Tax (PCC)

How does it transfer?

general elective

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)
  BA 256 Income Tax (PCC)

How does it transfer?

  general elective

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 02/07/24 3:41 pm

Viewing: **ED-269** ~~ED-169~~ : Overview of ~~Students~~ ~~With~~ Special **Education** ~~Needs~~

Also listed as: ~~ED-169~~

Formerly known as: **ED-169**

Last approved: 11/04/23 4:52 am

Last edit: 02/07/24 3:41 pm

Changes proposed by: Laurette Scott (laurette)

Catalog Pages
referencing this
course
ED-169:
Education (ED)

Programs
referencing this
course
ED-269:
CC.CTEPREP: Career & Technical Education (CTE) Licensure Prep
AAS.EARLYCHILDFAM: Early Childhood Education & Family Studies
AA.OTELEMED: Elementary Education (AAOT)

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Yes

Course Prefix	ED - Education
Course Number	269 ~~169~~
Department	Education, Human Services and Criminal Justice
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Overview of ~~Students With~~ Special Education ~~Needs~~

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	3.00
Variable Credit	No

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	33
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

Course Description

Provides an introduction to the categories of disability described in the Individuals with Disabilities Education Act (IDEA). Topics include definitions under federal law, implications in school settings, and intervention strategies to meet students' special needs.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Winter ~~Winter~~

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
~~1~~	~~define disability categories eligible under IDEA and explain how each is identified;~~

	Upon successful completion of this course, students should be able to:
2	research instructional strategies and community services available for students with special needs;
3	identify characteristics of specific disabilities and describe recommended educational practices and strategies;
1 4	identify explain possible concerns and perspectives of families of students with disabilities and strategies to build partnerships with families;
5	explain the purposes and principles of the Individuals with Disabilities Education Act of 2004 (IDEA).
2	explain the historical and legal context of inclusion and special education;
3	describe the characteristics of students eligible for services under specific disability categories in special education law;
4	identify inclusive practices, accommodations, modifications, and services to support students with differing abilities.

Major Topic Outline

1. Overview of the history of special education. education, fundamental concepts and provisions of current federal special education legislation. 2. The special education process. process: members of the team, evaluation and eligibility, components of an Individualized Education Plan, placement in the Least Restrictive Environment, disputeresolution. 3. Early intervention and early child special education. 4. Multicultural and linguistic perspectives. perspectives: how culture affects the learning process, disproportionate representation, recommended practices for diversestudents. 5. Collaboration in specialeducation:Collaboration parent and family perspectives, strategies for working with families and caregivers. parents and professionals. 6. Overview of special needs categories: needs: a. definitions, prevalence, characteristics, identification, recommended educational practicesa.Learning disabilities, b. Attention deficit-hyperactivity disorder, c. Emotional and behavior disorders, d. Intellectual and developmental disabilities, e. Speech and language disorders, f. Autism spectrum disorders, g. Low-incidence disabilities. disabilities: physical and health disabilities, severe and multiple disabilities, deaf and hearing impaired, visual impairments.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

ED 259-Intro to SPED & Inclusive Communities; SPED 417 Intro to Special Education; SPED 557
Current Issues in SPED; SPED 407 Intro to Dev. Disabilities

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

ED 259-Intro to SPED & Inclusive Communities; SPED 417 Intro to Special Education; SPED 557
Current Issues in SPED; SPED 407 Intro to Dev. Disabilities

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

ED 259-Intro to SPED & Inclusive Communities; SPED 417 Intro to Special Education; SPED 557
Current Issues in SPED; SPED 407 Intro to Dev. Disabilities

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)

ED 259-Intro to SPED & Inclusive Communities; SPED 417 Intro to Special Education; SPED 557
Current Issues in SPED; SPED 407 Intro to Dev. Disabilities

How does it transfer?

general elective

required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Megan Feagles (megan.feagles) (02/08/24 8:22 am): hold for CC.CTEPREP,
AAS.EARLYCHILDFAM, AA.OTELEMED
Megan Feagles (megan.feagles) (03/08/24 9:13 am): Rollback: n/a

Preview Bridge

Course Change Request

Date Submitted: 02/05/24 10:15 am

Viewing: **HP-110 MA-110 : Medical Terminology**

Also listed as: **MA-110**

Formerly known as: **MA-110**

Last approved: 11/04/23 4:53 am

Last edit: 02/05/24 10:15 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course

MA-110:

Medical Assistant (MA)

Phlebotomy (PHB)

Programs
referencing this
course

HP-110:

CC.MEDASST: Medical Assistant

CC.MEDBILLCODE: Medical Billing and Coding

EFA.HEALTH: EFA, Health Professions

AAS.EMP: Emergency Management Professional

CC.EMT: Emergency Medical Technology

CC.HLTHCAREERS: Healthcare Careers

Credits/Hours/Instructional Method Change

Approval Path

1. 01/03/24 6:32 am Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 01/30/24 1:10 pm Erin Gravelle (erin.gravelle): Rollback to Initiator
3. 01/30/24 2:07 pm Megan Feagles (megan.feagles): Rollback to Initiator
4. 02/05/24 10:16 am Megan Feagles (megan.feagles): Approved for Curriculum Office
5. 02/07/24 11:35 am Erin Gravelle (erin.gravelle): Approved for DTPS Curriculum

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

sarah.parker@clackamas.edu

Course Prefix	HP - Health Professions ~~MA - Medical Assistant~~
Course Number	110
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Medical Terminology

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

Course Description

This course provides the foundational principles required for understanding medical terms used to communicate effectively within the healthcare field. This includes word meaning and discerning the difference between look-alike and sound-alike words through correct spelling and pronunciation. Students will develop the ability to read and comprehend the content of medical records and reports. Through the review of body systems this course includes introductions to disease processes, basic anatomy and physiology and associated terminology. ~~This course is required prerequisite for Medical Assistant and Clinical Laboratory Assistant students.~~

Type of Course (ACTI Code)

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

Yes

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall/Winter/Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	define medical terms and abbreviations related to medical procedures and body systems;
2	demonstrate correct pronunciation of common medical terms;
3	demonstrate correct spelling when writing medical terms;
4	discern between sound alike and look–alike terms;
5	demonstrate knowledge of commonly accepted medical symbols and abbreviations;
6	identify medical terms by labeling word affixes: prefixes, suffixes, root words, and combining forms;
7	describe structural organization of the human body and identify body systems;
8	interpret the meaning of medical terminology used in medical reports.

Major Topic Outline

1. Introduction to medical terminology 2. Building a medical word a. Root words b. Suffixes c. Prefixes d. Combining forms e. Accepted acronyms and abbreviations 3. Human health and disease 4. Medical terms by review of body systems a. Skeletal b. Muscular c. Cardiovascular d. Lymphatic & immune e. Endocrine f. Nervous system g. Special senses: eye & ears h. Respiratory i. Digestive j. Urinary k. Reproductive l. Vascular m. Pharmacology

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Megan Feagles (megan.feagles) (02/07/24 12:31 pm): hold for Healthcare Careers CC

Key: 1062

Preview Bridge

Course Change Request

Date Submitted: 02/05/24 12:22 pm

Viewing: **MA-150 : Medical Office Practices**

Formerly known as: **MA-112**

Last approved: 08/02/23 4:50 am

Last edit: 03/20/24 7:47 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
  MA-150:
  Medical Assistant (MA)

Programs
referencing this
course
  MA-150:
  CC.MEDASST: Medical Assistant

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Approval Path

1. 02/05/24 12:23 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/07/24 11:36 am Erin Gravelle (erin.gravelle): Approved for DTPS Curriculum Committee Outline Review Team

History

1. Aug 2, 2023 by Megan Feagles (megan.feagles)

Are you the Faculty Contact Person?

No

Faculty Contact
Email
  sarah.parker@clackamas.edu

Course Prefix	MA - Medical Assistant
Course Number	150
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Medical Office Practices

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	No
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

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 (ACTI Code)

210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
HP-110. ~~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

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

Prerequisites or Corequisites

Prerequisites

   MA-100 and PSY-101

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

   Student must be enrolled in current Medical Assistant cohort

Recommended

Is Student Petition required?

                    No

Show course in   Print in Schedule
Schedule

Hide course in catalog

                    No

When do you plan to offer this course?

                    Fall

Will this class use library resources?

                    Yes

Have you talked with a librarian regarding that impact?

                    No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

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.

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 02/05/24 12:23 pm

Viewing: **MA-152 : Examination Room Techniques I**

Last approved: 08/02/23 4:50 am

Last edit: 03/20/24 7:48 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
   Medical Assistant (MA)

Programs
referencing this
course
   CC.MEDASST: Medical Assistant

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

  sarah.parker@clackamas.edu

Course Prefix	MA - Medical Assistant
Course Number	152
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Examination Room Techniques I

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	No
Min Credit	3.00
Variable Credit	No

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	

Community
Education/Drivers
Ed

Community
Education/Adult

Total   33

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

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 (ACTI Code)

                    210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
HP-110. ~~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

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

Prerequisites or Corequisites

Recommended

Prerequisites

  MA-100 and PSY-101

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

  Student must be enrolled in current Medical Assistant cohort

Recommended

Is Student Petition required?

                    No

Show course in   Print in Schedule
Schedule

Hide course in catalog

                    No

When do you plan to offer this course?

                    Fall

Will this class use library resources?

                    No

Course Certifications

Is this a Related Instruction course?

                    No

Are you going to seek General Education Certification after course approval?

 No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	accurately measure and document basic vital signs; ~~signs;~~
2	perform patient screening following established protocol; ~~protocol;~~
3	document in EHR patient scenarios and interactions; ~~interactions;~~
4	identify body planes, directional terms, quadrants, and cavities.

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 02/05/24 12:24 pm

Viewing: **MA-152L : Examination Room Techniques I Lab**

Last approved: 08/02/23 4:50 am

Last edit: 03/20/24 7:52 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
  Medical Assistant (MA)

Programs
referencing this
course
  CC.MEDASST: Medical Assistant

Credits/Hours/Instructional Method Change

History

1. Aug 2, 2023 by Megan Feagles (megan.feagles)

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

sarah.parker@clackamas.edu

Course Prefix	MA - Medical Assistant
Course Number	152L
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Examination Room Techniques I Lab

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	No
Min Credit	1.00
Variable Credit	No

Contact hours

Lecture	
Lec/Lab	
Lab	33.00
Activity	
Clinical	
Field	

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   33

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

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 (ACTI Code)

210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
HP-110. ~~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

Corequisites

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

Prerequisites or Corequisites

Recommended

Prerequisites

MA-100 and PSY-101

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Student must be enrolled in current Medical Assistant cohort

Recommended

Is Student Petition required?

No

Show course in Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

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; ~~saturation;~~
2	demonstrate patient screening following established protocols for multiple in-class scenarios; ~~scenarios;~~
3	document in EHR patient scenarios and interactions; ~~interactions;~~
4	identify body planes, directional terms, quadrants, and cavities based on patient interaction.

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 02/05/24 12:24 pm

Viewing: **MA-154 : Body Systems and Pharmacology**

Formerly known as: **MA-116**

Last approved: 08/03/23 4:46 am

Last edit: 03/20/24 7:52 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
MA-154:
Medical Assistant (MA)

Programs
referencing this
course
MA-154:
CC.MEDASST: Medical Assistant

Credits/Hours/Instructional Method Change

Approval Path

1. 02/05/24 12:25 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/07/24 11:54 am Erin Gravelle (erin.gravelle): Approved for DTPS Curriculum Committee Outline Review Team
3. 03/20/24 7:50 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Aug 3, 2023 by Megan Feagles (megan.feagles)

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email
  sarah.parker@clackamas.edu

Course Prefix	MA - Medical Assistant
Course Number	154
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Body Systems and Pharmacology

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	No
Min Credit	4.00
Variable Credit	No

Contact hours

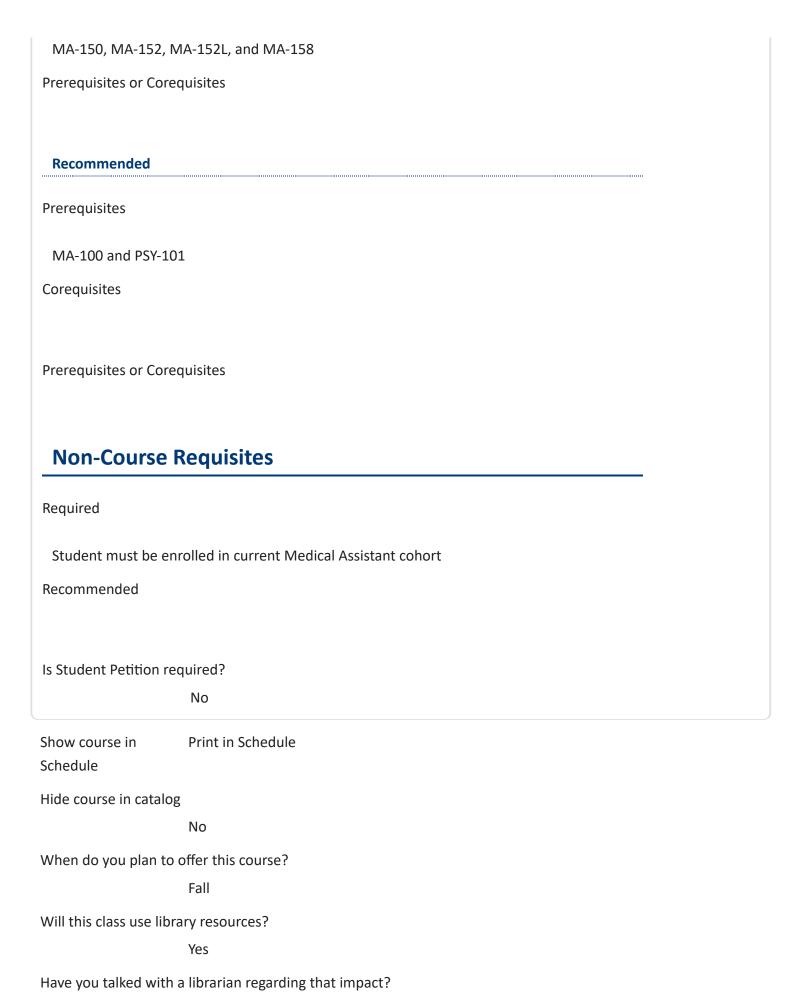|	
Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

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 (ACTI Code)

210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
HP-110. ~~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

Corequisites

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

Prerequisites or Corequisites

Recommended

Prerequisites

MA-100 and PSY-101

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Student must be enrolled in current Medical Assistant cohort

Recommended

Is Student Petition required?

No

Show course in Schedule | Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

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.

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Key: 1066

Preview Bridge

Course Change Request

Date Submitted: 02/05/24 12:25 pm

Viewing: **MA-158 : Seminar I**

Formerly known as: **MA-113**

Last approved: 08/02/23 4:50 am

Last edit: 03/20/24 7:52 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
  MA-158:
  Medical Assistant (MA)

Programs
referencing this
course
  MA-158:
  CC.MEDASST: Medical Assistant

Credits/Hours/Instructional Method Change

Approval Path

1. 02/05/24 12:26 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/07/24 11:54 am Erin Gravelle (erin.gravelle): Approved for DTPS Curriculum Committee Outline Review Team
3. 03/20/24 7:50 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Aug 2, 2023 by Megan Feagles (megan.feagles)

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email
sarah.parker@clackamas.edu

Course Prefix   MA - Medical Assistant

Course Number   158

Department   Health Sciences

Division   Technology, Applied Science and Public
                      Services (TAPS)

Course Title   Seminar I

Grading

Grade Scheme   Standard (STND)

Credit Type   Credit Course

Allow Pass/No Pass   No

Audit   No

Min Credit   2.00

Variable Credit   No

Contact hours

Lecture

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar 22.00

Community
Education/Drivers
Ed

Community
Education/Adult

Total 22

Proposed Effective
Term
Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

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 (ACTI Code)

210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
HP-110. ~~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

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

Prerequisites or Corequisites

Recommended

Prerequisites

  MA-100 and PSY-101

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

  Student must be enrolled in current Medical Assistant cohort

Recommended

Is Student Petition required?

No

Show course in Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

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.

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

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/08/24 10:39 am

Viewing: **MTH-231 : Elements of Discrete Mathematics**

Last approved: 06/08/23 5:15 am

Last edit: 03/20/24 1:45 pm

Changes proposed by: Kelly Mercer (kelly.mercer)

Catalog Pages
referencing this
course
   Math Course Pathways and Prerequisites
   Mathematics (MTH)
   Related Instruction

Programs
referencing this
course
   AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU

Credits/Hours/Instructional Method Change

History

1. Jun 8, 2023 by Megan Feagles (megan.feagles)

Is Topic Shell Course?

Are you the Faculty Contact Person?

Yes

Course Prefix	MTH - Mathematics
Course Number	231
Department	Mathematics
Division	Academic Foundations and Connections (AFAC)
Course Title	Elements of Discrete Mathematics

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	

Seminar

Community Education/Drivers Ed

Community Education/Adult

| Total | 44 |

| Proposed Effective Term | Summer 2024 |

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Students will be introduced to discrete structures and techniques for computing. The course, which is the first in the two-term sequence, aims to convey the skills in discrete mathematics that are used in the study and practice of computer science. Topics include: Sets; Graphs and Trees; Functions: properties, recursive definitions, solving recurrences; Relations: properties, equivalence, partial order; Proof techniques: inductive proof; Counting techniques and discrete probability.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Foundational Requirement

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
    MTH-251

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?
                No

Show course in   Print in Schedule
Schedule

Hide course in catalog
                No

When do you plan to offer this course?
                Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No ~~Yes~~

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

CS-250 - Discrete Structures I

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	describe basic properties of sets, bags, tuples, relations, graphs, trees, and functions;
2	perform traversals of graphs and trees, construct simple functions by composition of known functions, determine whether simple functions are injective, surjective, or bijective, and classify simple functions by rate of growth;
3	describe the concepts of countable and uncountable sets and apply the diagonalization method to construct elements that are not in certain countable sets; ~~sets,~~

	Upon successful completion of this course, students should be able to:
4	construct inductive definitions for sets, construct grammars for languages (sets of strings), and construct recursive definitions for functions and procedures;
5	determine whether a binary relation is reflexive, symmetric, or transitive and construct closures with respect to these properties;
6	construct a topological sort of a partially ordered set and determine whether a partially ordered set is well-founded; ~~well-founded,~~
7	use elementary counting techniques to count simple finite structures that are either ordered or unordered, count the worst case number of comparisons, and with discrete probability, count the average number of comparisons for simple decision trees;
8	find closed form solutions for simple recurrences using the techniques of substitution, cancellation, and generating functions;
9	demonstrate standard proof techniques and the technique of inductive proof by writing short informal proofs about simple properties of numbers, sets, and ordered structures.

Major Topic Outline
1. Sets, bags, ordered structures (tuples, lists, strings, languages, relations), graphs, and trees.
2. Functions: constructions, properties, and countability. 3. Construction techniques for inductively defined sets, recursive functions and procedures, and grammars. 4. Relational structures: properties, equivalence, order, and inductive proof techniques. 5. Analysis tools: finding closed forms, counting and discrete probability, solving recurrences, comparing growth rates.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)
  MTH-231, MATH-231

How does it transfer?

  required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)
  MTH-231, MATH-231

How does it transfer?

  required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)
  MTH-231, MATH-231

How does it transfer?

  required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Preview Bridge

Course Change Request

Date Submitted: 02/05/24 12:26 pm

Viewing: **PHB-110 : Fundamentals of Phlebotomy**

Last approved: 11/07/23 5:06 am

Last edit: 02/23/24 1:09 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
   Phlebotomy (PHB)

Programs
referencing this
course
   CC.PHLEBOTOMY: Phlebotomy

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

emily.zuniga@clackamas.edu

Course Prefix	PHB - Phlebotomy
Course Number	110
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Fundamentals of Phlebotomy

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	No
Min Credit	5.00
Variable Credit	No

Contact hours

Lecture	55.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	

Seminar

Community Education/Drivers Ed

Community Education/Adult

Total	55

Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Introduces students to the practice of phlebotomy and the role of the phlebotomist as part of the healthcare team. Students will become familiar with phlebotomy equipment and learn about basic blood collection procedures. Students will identify medical terminology, anatomy, and physiology related to phlebotomy. Students will learn about specimen collection procedures, safety protocols, quality control, and regulatory compliance related to the role of a phlebotomist. This is an online course with embedded skills demonstrations to help prepare students for the in-person skills lab.

Type of Course (ACTI Code)

210 - Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

   PHB-112 and PHB-115

Prerequisites or Corequisites

Recommended

Prerequisites

   BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233. HP-110, ~~MA-110,~~ and WR-101 or WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

                           No

Show course in   Print in Schedule
Schedule

Hide course in catalog

                           No

When do you plan to offer this course?

                           Fall

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	identify the role and scope of the phlebotomist in the healthcare facility and as a member of healthcare and laboratory teams within the community;
2	display an understanding of anatomy and physiology of body systems and related medical terminology as they pertain to phlebotomy;
3	identify laboratory safety protocols and summarize regulatory standards;
4	demonstrate knowledge of specimen collection procedures and processing, vacutainer additives and order of draw, special precautions, and the importance of maintaining specimen integrity in the delivery of quality patient care;
5	reflect and review concepts of respect and teamwork within a multidisciplinary environment;

	Upon successful completion of this course, students should be able to:
6	summarize the importance of patient rights and safeguarding confidentiality to uphold legal, ethical, and moral conduct.

Major Topic Outline

- Phlebotomy scope - Related terminology - Related abbreviations - Related anatomy and physiology - HIPAA - Patient identification - Ethics and professionalism - Legal and regulatory standards - Documentation - OSHA - Bloodborne pathogens - Types of laboratory testing - Vacutainer tube additives - Order of draw - Preanalytical errors - Processing requirements - Specimen handling - Result reporting - Quality Control - Phlebotomy considerations and complications - Lab department

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 02/05/24 12:27 pm

Viewing: **PHB-112 : Phlebotomy Techniques**

Last approved: 11/07/23 5:06 am

Last edit: 02/23/24 1:09 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course
   Phlebotomy (PHB)

Programs
referencing this
course
   CC.PHLEBOTOMY: Phlebotomy

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Approval Path

1. 02/05/24 12:28 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/07/24 11:55 am Erin Gravelle (erin.gravelle): Approved for DTPS Curriculum Committee Outline Review Team

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)

Are you the Faculty Contact Person?

No

Faculty Contact
Email

  emily.zuniga@clackamas.edu

Course Prefix	PHB - Phlebotomy
Course Number	112
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Phlebotomy Techniques

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	No
Min Credit	2.00
Variable Credit	No

Contact hours

Lecture	
Lec/Lab	
Lab	60.00
Activity	
Clinical	
Field	
CWE Seminar	
CPR	

Seminar

Community Education/Drivers Ed

Community Education/Adult

Total	60
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Perform venipuncture, capillary puncture, and specimen processing. This course is designed to provide students with active-learning experiences and hands-on training necessary to develop the skills of an entry-level phlebotomist. The student will learn the procedures performed by a phlebotomist and will become familiar with different types of equipment and techniques applied. Instruction on laboratory safety and standards will be emphasized.

Type of Course (ACTI Code)

210 - Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

PHB-110 and PHB-115

Prerequisites or Corequisites

Recommended

Prerequisites

BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233. HP-110, MA-110, and WR-101 or WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in Schedule   Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	perform blood collection procedures through venipuncture and dermal puncture;
2	prepare, collect, process, and handle various laboratory specimens including waived and point-of-care testing;
3	identify common phlebotomy considerations and errors and implement ways to address them in order to ensure patient safety, and maintain specimen integrity;
4	adhere to principles of infection control and safety precautions during specimen collection and processing;
5	demonstrate professionalism and patient-centered behavior.

Major Topic Outline

- Venipuncture equipment - Dermal puncture equipment - Venipuncture procedure - Dermal puncture procedure - Hand hygiene - Sharps safety - Infection control - Personal Protective

Equipment - Tourniquet use - Patient identification - Appropriate Site selection - Order of draw - Collection requirements - Professionalism - Laboratory requisitions - Patient preparation - Waived and point of care testing - Newborn screening - Blood culture collection - Patient-centered interactions - Specimen labeling - Quality control - Documentation - Specimen processing - Specimen handling - Preanalytical errors - Biohazard handling - Laboratory safety

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/19/24 2:19 pm

Viewing: **PSY-231 : Introduction to Human Sexuality**

Last approved: 11/07/23 5:04 am

Last edit: 03/19/24 2:19 pm

Changes proposed by: Amy Burghardt (amyb)

Catalog Pages
referencing this
course
  Psychology (PSY)

Programs
referencing this
course
  AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU
  AS.OSUBIOLENGR: AS, Biological Engineering, OSU
  AAS.MICROSYSTECH: Microelectronics Systems Technology
  AS.PSUMUSIC: AS, Music, PSU
  AS.TBIOLOGY: Biology (AST)
  AS.OSUBIOLOGY: AS, Biology, OSU
  NA.OTM: Oregon Transfer Module
  AS.OTBUSINESS: Business (ASOT)
  AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)
  AS.TBUSINESS: Business (AST)
  AS.OSUCHEMENGR: AS, Chemical Engineering, OSU
  AS.OTCOMPSCIENCE: Computer Science (ASOT)
  AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU
  AAS.ELECTRONENGTECH: Electronics Engineering Technology
  AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)
  AGS.GENERAL: Associate of General Studies
  AA.ENGLIT: English Literature (AAT)
  AS.OSUENVIRENGR: AS, Environmental Engineering, OSU

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

jessica.kissler@clackamas.edu

Course Prefix   PSY - Psychology

Course Number   231

Department   Social Sciences

Division   Arts and Sciences

Course Title   Introduction to Human Sexuality

Grading

Grade Scheme   Standard (STND)

Credit Type   Credit Course

Allow Pass/No Pass   Yes

Only Pass/No Pass   No

Audit   Yes

Min Credit   4.00

Variable Credit   No

Contact hours

Lecture   44.00

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Introduction to research and theories of human sexual behavior, including: sexual relationships, communication and intimacy, sex roles, the development of gender, social trends regarding sexuality, human sexual response, biology of sexuality, and conception.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

WRD-098 or placement in WR-121Z

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Winter/Spring ~~Not Offered Every Term~~

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Social Sciences

Cultural Literacy

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	demonstrate satisfactory knowledge of and analyze the various sexual issues covered, including: perspectives on sexuality, sexual anatomy, sexual physiology, developmental sexuality, sexual orientations, communication and intimacy, contraception, and historically/cultural variations of sexual attitudes and practices; (CL1)(SS2)
2	analyze the social phenomena of sexuality to understand this human behavior; (SS1)

	Upon successful completion of this course, students should be able to:
3	analyze psychological phenomena by evaluating information, evidence, argument and/or theory to draw logical conclusions or implications. (SS1)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human behavior.
S

Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.
S

Outcome Assessment Strategies

Outcomes Assessment Strategies

General Examination

Multiple Choice Test

Writing Assignments

Major Topic Outline

1. Students will study perspectives on sexuality, sexual anatomy, sexual physiology, developmental sexuality, sexual orientations, intimate communication, gender roles and expectations, human sexual response, historical and cultural sexual differences, attitudes regarding sexuality, and contraception.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

Comparable to HDFS240 at Oregon State.

How does it transfer?

general education or distribution requirement
other (provide details)

Details of how course transfers

A OSU it transfers as Human Development and Family Studies credit. At U of O it transfers as credits in the Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guides.

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

Comparable to HDFS240 at Oregon State.

How does it transfer?

general education or distribution requirement
other (provide details)

Details of how course transfers

A OSU it transfers as Human Development and Family Studies credit. At U of O it transfers as credits in the Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guides.

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

Comparable to HDFS240 at Oregon State.

How does it transfer?

general education or distribution requirement
other (provide details)

Details of how course transfers

A OSU it transfers as Human Development and Family Studies credit. At U of O it transfers as
credits in the Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guides.

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/19/24 2:20 pm

Viewing: **R-101 : Judaism and Foundations of Religion**

Last approved: 11/07/23 5:04 am

Last edit: 03/19/24 2:20 pm

Changes proposed by: Amy Burghardt (amyb)

Catalog Pages
referencing this
course

  Religion (R)

Programs
referencing this
course

  AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU

  AS.OSUBIOLENGR: AS, Biological Engineering, OSU

  AS.OSUSMECHENGR: AS, Mechanical Engineering, OSU

  AAS.MICROSYSTECH: Microelectronics Systems Technology

  AS.TBIOLOGY: Biology (AST)

  AS.OSUBIOLOGY: AS, Biology, OSU

  NA.OTM: Oregon Transfer Module

  AS.OTBUSINESS: Business (ASOT)

  AS.OSUARCHENGR: AS, Architectural Engineering, OSU

  AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)

  AS.TBUSINESS: Business (AST)

  AS.OSUCHEMENGR: AS, Chemical Engineering, OSU

  AS.OSUCIVILENGR: AS, Civil Engineering, OSU

  AS.OTCOMPSCIENCE: Computer Science (ASOT)

  AS.OSUCONENRMGT: AS, Construction Engineering Management, OSU

  AS.OSUECOLENGR: AS, Ecological Engineering, OSU

  AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU

  AAS.ELECTRONENGTECH: Electronics Engineering Technology

  AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)

  AA.OTELEMED: Elementary Education (AAOT)

  AGS.GENERAL: Associate of General Studies

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email

jessica.kissler@clackamas.edu

Course Prefix	R - Religion
Course Number	101
Department	Social Sciences
Division	Arts and Sciences
Course Title	Judaism and Foundations of Religion

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit
in combination of in-class and out-of-class activity.

Course Description

An introduction to religious topics, meaning of sacred, the nature of myth and story, ideas of
God/god, ancient religions, and Judaism.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

   WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

                     No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Spring/Summer ~~Fall~~

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Arts & Letters

Cultural Literacy

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	articulate theories regarding the origin of religion and its various components (AL1)(AL2)(SS2)(CL1);
2	explain the role of myth in religious usage (SS2)(CL1);

	Upon successful completion of this course, students should be able to:
3	identify the various worldviews that underpin a religion's foundation (AL1)(AL2)(SS2)(CL1);
4	explain the development of Judaism and its core concepts, beliefs, and practices (AL1)(AL2)(SS2)(CL1);
5	analyze the similarities and differences between ancient polytheistic religious beliefs and ancient Hebrew beliefs (AL1)(AL2)(SS2)(CL1).

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

AL: Arts and Letters Outcomes

Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
S

Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

S

Outcome Assessment Strategies

Outcomes Assessment Strategies

General Examination
Multiple Choice Test
Thesis/Research Project
Writing Assignments
Other Assessment Tools

Other Assessment Tools

Major Topic Outline

1. The nature of religion and belief 2. Sacred, secular, myth, story, and ritual 3. Worldviews and ideas of God/god 4. Ancient Religions of Mesopotamia and Egypt 5. Development of Israelite religion in the Tanakh/Old Testament 6. The history, development, and practice of Judaism post-Second Temple destruction 7. Israeli and Palestine Conflict

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)

OSU - PHL LDT CD: Comparative Religions

How does it transfer?

general education or distribution requirement

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

OSU - PHL LDT CD: Comparative Religions

How does it transfer?

general education or distribution requirement

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

OSU - PHL LDT CD: Comparative Religions

How does it Transfer?

general education or distribution requirement

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/19/24 2:28 pm

Viewing: **SOC-225 : Social Problems**

Last approved: 11/07/23 5:05 am

Last edit: 03/19/24 2:28 pm

Changes proposed by: Amy Burghardt (amyb)

Catalog Pages
referencing this
course
  Sociology (SOC)

Programs
referencing this
course
  AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU
  AS.OSUBIOLENGR: AS, Biological Engineering, OSU
  AS.OSUSMECHENGR: AS, Mechanical Engineering, OSU
  AAS.MICROSYSTECH: Microelectronics Systems Technology
  AS.PSUMUSIC: AS, Music, PSU
  AS.TBIOLOGY: Biology (AST)
  AS.OSUBIOLOGY: AS, Biology, OSU
  NA.OTM: Oregon Transfer Module
  AS.OTBUSINESS: Business (ASOT)
  AS.OSUARCHENGR: AS, Architectural Engineering, OSU
  AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)
  AS.TBUSINESS: Business (AST)
  AS.OSUCHEMENGR: AS, Chemical Engineering, OSU
  AS.OSUCIVILENGR: AS, Civil Engineering, OSU
  AS.OTCOMPSCIENCE: Computer Science (ASOT)
  AS.OSUCONENRMGT: AS, Construction Engineering Management, OSU
  AS.OSUECOLENGR: AS, Ecological Engineering, OSU
  AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU
  AAS.ELECTRONENGTECH: Electronics Engineering Technology
  AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)
  AGS.GENERAL: Associate of General Studies
  AA.ENGLIT: English Literature (AAT)

Approval Path

1. 03/19/24 2:29 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 03/21/24 2:06 pm Deanna Myers (deanna.myers): Approved for DASC Curriculum Committee Outline Review Team

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

No

Faculty Contact
Email
  erichp@clackamas.edu

Course Prefix	SOC - Sociology
Course Number	225
Department	Social Sciences
Division	Arts and Sciences
Course Title	Social Problems

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total	44

Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Applies the sociological framework to the study of social problems, their identification, analysis of causes and possible solutions. Problems explored may include mental disorders, drug and alcohol addiction, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment, and energy.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-098 or placement in WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Fall/Winter/Spring

~~Summer/Fall/Winter/Spring~~

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Social Sciences

Cultural Literacy

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	analyze and demonstrate an understanding of the sociological approach to the study of social problems; discuss objective and subjective elements of social problems; (SS1)
2	critically analyze interrelationships among social problems and proposed solutions and the significance of historical context to defining and solving social problems; (CL1)(SS2)
3	discuss the extent, impact and causes of different social problems and critically analyze solutions using a variety of sociological approaches through comparison, application, analysis, discussion and writing;
4	analyze social phenomena by evaluating information, evidence, argument and/or theory to draw logical conclusions or implications. (SS1)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

Apply analytical skills to social phenomena in order to understand human behavior.

S

Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

S

Outcome Assessment Strategies

Outcomes Assessment Strategies

General Examination
Projects
Writing Assignments

Major Topic Outline
Students will study the sociological approach to the study of social problems including: 1. Key concepts. 2. Theoretical perspectives and research. 3. Patterns. 4. Theories. 5. Social factors for various problems. 6. Strategies and solutions.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)
  OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

  general education or distribution requirement
  general elective

Evidence of transferability

  Other. Please explain.

Explanation of other evidence of transferability

  web research

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)
  OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

  general education or distribution requirement
  general elective

Evidence of transferability

  Other. Please explain.

Explanation of other evidence of transferability

  web research

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

web research

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)

OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

web research

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

web research

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

web research

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)
  OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

  general education or distribution requirement
  general elective

Evidence of transferability

  Other. Please explain.

Explanation of other evidence of transferability

  web research

OUS school to which the course will transfer

                    WOU - Western Oregon University

Comparable
course(s)
  OSU: 206 PSU: LDT SOU: LDT WOU: 225D OIT: Gen Ed

How does it transfer?

  general education or distribution requirement
  general elective

Evidence of transferability

  Other. Please explain.

Explanation of other evidence of transferability

  web research

Please attach documentation

Reviewer Comments

Key: 1467

Common Course Numbering

Current Course	Current Title	CCN Course	CCN Title
BA-101	Introduction to Business	BA-101Z	Introduction to Business
BA-211	Financial Accounting	BA-211Z	Principles of Financial Accounting
BA-213	Decision Making With Accounting Information	BA-213Z	Principles of Managerial Accounting
ENG-104	Introduction to Literature: Fiction	ENG-104Z	Introduction to Fiction
ENG-105	Introduction to Literature: Drama	ENG-105Z	Introduction to Drama
ENG-106	Introduction to Literature: Poetry	ENG-106Z	Introduction to Poetry
PSY-200	Introduction to Psychology: Part 1	PSY-201Z	Introduction to Psychology I
PSY-205	Introduction to Psychology: Part 2	PSY-202Z	Introduction to Psychology II

Course Change Request

Date Submitted: 03/15/24 9:38 am

Viewing: **BA-101Z** ~~BA-101~~ : Introduction to Business

Also listed as: ~~BA-101~~

Formerly known as: **BA-101**

Last approved: 09/15/23 4:34 am

Last edit: 03/15/24 9:38 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course

BA-101:

Business Administration (BA)

Programs
referencing this
course

BA-101:

AS.OTBUSINESS: Business (ASOT)

AAS.DMC1: Digital Media Communications

BA-101Z:

CC.ACNTGCLERK: Accounting Clerk

CC.MARKETING: Marketing

AAS.PROJECTMNGT: Project Management

CC.VIDEOPRODTECH: Video Production Technician

AAS.FULLSTACK: Full-Stack Web Development

CC.FRONTENDDEV: Front-End Web Development

AS.TBUSINESS: Business (AST)

CC.BUSMANAGEMENT: Business Management

AAS.ACCNTG: Accounting

AAS.BUSINESS: Business

AAS.COMPNETADMIN: Computer & Network Administration

CC.COMPNETADMIN: Computer & Network Administration

CC.COMPAPPSPECIAL: Computer Application Specialist

AAS.EARLYCHILDFAM: Early Childhood Education & Family Studies

EFA.BUSINESS: EFA, Business

AAS.ADMINPRO: Administrative Professional

CC.FITNESSSPEC: Fitness Specialist

CC.HUMANRESMNGT: Human Resource Management

Justification for this

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact

Course Prefix	BA - Business Administration
Course Number	101Z ~~101~~
Department	Business
Division	Arts and Sciences
Course Title	Introduction to Business

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
CEU's	
Min Credit	4.00

Variable Credit   No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Presents an integrated view of both established and entrepreneurial businesses by studying their common characteristics and processes in a global context. Introduces theory and develops basic skills in the areas of accounting, finance, management, and marketing, with an emphasis on social responsibility and ethical practices. Explores how businesses can create value for themselves and society by addressing environmental and social challenges. ~~Introduces the American business system in a changing global environment.Disciplines covered include economics, entrepreneurship, formation, accounting, finance, marketing, and management.In addition, students are introduced to current opportunities in seeking an AAS degree and/or current certificate offerings within the CCC Business Department.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Select one of the following career areas:

Target Population:

Choose all that apply:

Reason for the Proposal

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Up to how many credits can this course be

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Prerequisites

WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall/Winter/Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	describe and discuss the various factors necessary for cultivating and operating a business in a diverse global environment, including:The Free Enterprise System; Economics, Globalization, Ethics and Social Responsibility;
2	describe and apply Marketing Mix concepts including the development of customer oriented strategies in the current business environment;
3	describe and apply key aspects of managing a business; including Planning, Leading, Organizing, Controlling, and Motivating in the current business environment;
4	distinguish among the various forms of business ownership and various ways of getting a business started;
5	examine and reflect upon personal strengths and weaknesses as it relates to entrepreneurial characteristics;
6	work effectively as a team member through team projects, case studies and problem analysis;

	Upon successful completion of this course, students should be able to:
~~7~~	~~develop a basic business plan that integrates course topics (formation, operations, marketing, finance, management and accounting);~~
~~8~~	~~understand the business department's degree and certificate offerings;~~
~~9~~	~~analyze careers available to be pursued through CCC's Business Department.~~
1	explain the role of business in society; (CCN)
2	identify the different forms of business; (CCN)
3	describe the importance of entrepreneurship in the economy; (CCN)
4	explain the main functional areas of business, including accounting, finance, human resources, management and leadership, and marketing; (CCN)
5	explain the importance of ethics and social responsibility in business contexts; (CCN)
6	describe how economics and globalization impact business decisions and operations. (CCN)

AAOT/ASOT General Education Outcomes

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for ac

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

AL: Arts and Letters Outcomes

Interpret and engage in the Arts & Letters, making use of the creative pro

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human

SC: Science or Computer Science Outcomes

Outcome Assessment Strategies

Outcomes Assessment Strategies

Major Topic Outline

1. Taking risks and making profits within the dynamic business environment. 2. Understanding economics and how it affects business. 3. Doing business in global markets. 4. Demanding ethical and socially responsible behavior. 5. How to form a business. 6. Entrepreneurship and starting a small business. 7. Management and leadership. 8. Structuring organizations for today's challenges. 9. Production and operations management. 10. Motivating employees. 11. Human resource management: finding and keeping the best employees. 12. Marketing: helping buyers buy. 13. Developing and pricing goods and services. 14. Distributing products. 15. Using effective promotions. 16. Understanding accounting and financial information. 17. Financial management. 18. Using securities markets for financing and investing opportunities. 19. Money, financial institutions, and the federal reserve. 20. Degree and program offerings available through CCC's Business Department.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

<div align="center">EOU - Eastern Oregon University</div>

Comparable
course(s)

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

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

<div align="center">OIT - Oregon Institute of Technology</div>

Comparable
course(s)

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

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

<div align="center">OSU - Oregon State University</div>

Comparable
course(s)

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

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)
EOU - BA 101 OIT - BA 101 OSU - BA 101 PSU - BA 101 UO - BA 101

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)
EOU - BA 101 OIT - BA 101 OSU - BA 101 PSU - BA 101 UO - BA 101

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

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

How does it transfer?

general elective
required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Key: 273

Preview Bridge

Course Change Request

Date Submitted: 03/15/24 9:39 am

Viewing: **BA-211Z** ~~BA-211~~ : **Principles of Financial Accounting**

Also listed as: ~~BA-211~~

Formerly known as: **BA-211**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:39 am

Changes proposed by: Megan Feagles (megan.feagles)

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	BA - Business Administration
Course Number	211Z ~~211~~
Department	Business
Division	Arts and Sciences
Course Title	Principles of Financial Accounting

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	

Seminar

Community Education/Drivers Ed

Community Education/Adult

Total   44

Proposed Effective Term   Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Imparts an understanding of ~~Student develops skills in~~ the purpose of accounting, common ~~essential principles of accrual-basis~~ financial statement items, ~~accounting for service~~ and the principles of internal controls. ~~merchandising companies.~~ Focuses on recording the impact of economic events on account balances using U.S. Generally Accepted Accounting Principles, ~~Topics cover the recording~~ and the creation and analysis ~~reporting~~ of financial statements ~~transactions according~~ to aid in external decision making. ~~generally accepted accounting principles through the complete accounting cycle. Included are managing inventory, accounting for receivables, reconciling the cash account, internal controls, long-term assets, current liabilities, stockholders' equity, ratio analysis, ethics, using Excel, and financial statement reporting.Emphasis is on procedure and process.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

BA-101Z ~~BA-101~~ and BA-131

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

BA-111, and MTH-050 or higher

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall/Winter/Spring

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	use the accounting cycle to develop financial statements from business transactions;
2	describe how basic business economic events affect accounts and financial statements;
3	interpret and analyze financial statements to aid in decision making;

	Upon successful completion of this course, students should be able to:
4	~~demonstrate a basic understanding of the principles of internal control and apply them to relatively straight-forward situations to identify strengths and weaknesses;~~
5	~~demonstrate a basic understanding of accrual accounting;~~
6	~~demonstrate basic understanding of inventory, receivables, long-lived assets, liabilities, and stockholder's equity and recommend appropriate accounting treatment;~~
7	~~describe the purpose of accounting and explain its role in business and society.~~
1	describe the purpose of accounting and its role in business and society; (CCN)
2	explain common balance sheet and income statement items and how they fit in the accounting equation; (CCN)
3	analyze and record the impact of basic business events on account balances within the accounting cycle in accordance with U.S. Generally Accepted Accounting Principles; (CCN)
4	create the income statement and balance sheet using account balances in accordance with U.S. Generally Accepted Accounting Principles; (CCN)
5	describe the purpose and principles of internal controls; (CCN)
6	conduct basic analysis and interpretation of the income statement, balance sheet, and cash flow statement to aid in stakeholder decision making. (CCN)

Major Topic Outline

1. The framework for financial accounting. 2. Tools for financial analysis. 2. The accounting cycle. 3. Cash and internal controls. 4. Receivables and sales. 5. Inventory and cost of goods sold. 6. Long-term assets. 7. Current liabilities. 8. Stockholders' equity.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable
course(s)
  PSU, OSU, and SOU: BA 211 OIT: ACC 201

How does it transfer?

  general elective
  required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)
  PSU, OSU, and SOU: BA 211 OIT: ACC 201

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)
PSU, OSU, and SOU: BA 211 OIT: ACC 201

How does it transfer?

general elective
required or support for major

Evidence of transferability

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)
PSU, OSU, and SOU: BA 211 OIT: ACC 201

How does it transfer?

general elective
required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Key: 292

Course Change Request

Date Submitted: 03/15/24 9:39 am

Viewing: **BA-213Z** ~~BA-213~~ : **Principles of Managerial Accounting** ~~Decision Making With Accounting Information~~

Also listed as: ~~BA-213~~

Formerly known as: **BA-213**

Last approved: 11/07/23 4:59 am

Last edit: 03/15/24 9:39 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  BA-213:
  Business Administration (BA)

Programs
referencing this
course
  BA-213:
  AS.OTBUSINESS: Business (ASOT)
  BA-213Z:
  AS.TBUSINESS: Business (AST)
  AAS.ACCNTG: Accounting
  AAS.BUSINESS: Business

Justification for this
inactivation request

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact
Email

Course Prefix	BA - Business Administration
Course Number	213Z ~~213~~
Department	Business
Division	Arts and Sciences
Course Title	Principles of Managerial Accounting ~~Decision Making With Accounting Information~~

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
CEU's	
Min Credit	4.00
Variable Credit	No
Max Credit	
Variable Credit Increment	

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Builds an understanding of ~~Building on~~ the role of ~~introduction to financial accounting, this course focuses on~~ managerial accounting ~~accounting, which is the language of business for internal management~~ in a business, focusing on the development ~~manufacturing~~ and use of information to evaluate production costs and operational performance in support of short- and long-term organizational decision-making. ~~service organizations. Managerial accounting drives effective operational decisions by analyzing the components and flow of costs for products and services, as well as for jobs, activities, and segments.Budgets convey an organization's plan of operations, while performance measurement compares variances with actual results.This course is recommended for those interested in business in general, as well as for those planning a career in accounting.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

CIP Code
Select at least one of the following:

Elective Only

Select one of the following career areas:

Target Population:
Choose all that apply:

Reason for the Proposal

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

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

Course Requisites

Required

Prerequisites   BA-211Z BA-211

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall/Winter/Spring

Will this class use library resources?

No

Have you talked with a librarian regarding that impact?

Course Certifications

Is this a Related Instruction course?

No

Related Instruction
Area

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	explain why managerial accounting is important and to whom, what technical processes and tools are used, and how this type of data impacts internal decision making;
2	classify costs, determine cost drivers, and journalize transactions as costs flow through the manufacturing process;
3	differentiate between a variety of absorption and variable costing methods and systems;
4	examine cost-volume-profit relationships, and calculate contribution margins, operating income, and performance measurements;
5	apply sensitivity analyses and standard costing practices, prepare budgets and schedules, and analyze variances.
1	explain the role of managerial accounting in an organization with respect to planning and control decisions; (CCN)
2	apply absorption and variable costing methods to determine product costs; (CCN)

	Upon successful completion of this course, students should be able to:
3	develop and use relevant operational information to determine cost behavior patterns and conduct cost-volume-profit analyses; (CCN)
4	use commonly accepted tools, including budgets, standard costs, and variance analysis to evaluate operational performance; (CCN)
5	apply commonly accepted methods to evaluate capital and operational decisions. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

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

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

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

Apply analytical skills to social phenomena in order to understand human behavior.

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

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

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.

Outcome Assessment Strategies

Outcomes Assessment Strategies

Other Assessment Tools

Major Topic Outline	1. Introduction to managerial accounting. 2. Cost concepts. 2. Job order costing. 3. Activity-based costing. 4. Cost-Volume-Profit analysis. 5. Variable costing. 6. Master budgets, flexible budgets, standard costs, and variance analysis. 7. Performance measurement.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable course(s)   OIT: ACC 203 Prin of Managerial Accounting PCC: BA 213

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

Comparable course(s)

OIT: ACC 203 Prin of Managerial Accounting PCC: BA 213

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable course(s)

OIT: ACC 203 Prin of Managerial Accounting PCC: BA 213

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

PSU - Portland State University

Comparable course(s)

OIT: ACC 203 Prin of Managerial Accounting PCC: BA 213

How does it transfer?

general elective

required or support for major

Evidence of transferability

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

OIT: ACC 203 Prin of Managerial Accounting PCC: BA 213

How does it transfer?

general elective
required or support for major

Evidence of transferability

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/25/24 7:40 am

Viewing: **ENG-104Z** ~~ENG-104~~ : Introduction to

Fiction ~~Literature: Fiction~~

Also listed as: ~~ENG-104~~

Formerly known as: **ENG-104**

Last approved: 11/01/23 5:10 am

Last edit: 03/25/24 7:40 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  ENG-104:
  English Literature (ENG)

Programs
referencing this
course
  ENG-104:
  AS.OTBUSINESS: Business (ASOT)
  AS.OTCOMPSCIENCE: Computer Science (ASOT)
  ENG-104Z:
  AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU
  AS.OSUBIOLENGR: AS, Biological Engineering, OSU
  AS.OSUSMECHENGR: AS, Mechanical Engineering, OSU
  AS.PSUMUSIC: AS, Music, PSU
  AS.TBIOLOGY: Biology (AST)
  AS.OSUBIOLOGY: AS, Biology, OSU
  NA.OTM: Oregon Transfer Module
  AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)
  AS.TBUSINESS: Business (AST)
  AS.OSUCHEMENGR: AS, Chemical Engineering, OSU
  AS.OSUCIVILENGR: AS, Civil Engineering, OSU
  AS.OSUCONENRMGT: AS, Construction Engineering Management, OSU

AS.OSUECOLENGR: AS, Ecological Engineering, OSU

AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU

AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)

AA.OTELEMED: Elementary Education (AAOT)

AS.PSUENGLISH: AS, English, PSU

AGS.GENERAL: Associate of General Studies

AA.ENGLIT: English Literature (AAT)

AS.OSUENVIRENGR: AS, Environmental Engineering, OSU

AS.OSUGENHORT: AS, Horticulture, OSU

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	ENG - English Literature
Course Number	104Z ~~104~~
Department	English
Division	Academic Foundations and Connections (AFAC)
Course Title	Introduction to Fiction ~~Literature: Fiction~~

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00

Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

The study of fiction invites us ~~An introduction~~ to enter imaginative narratives ~~American~~ and confront ~~international short stories, with a focus on~~ the challenges of being human. ~~fundamental elements of fiction.~~ ENG-104Z provides opportunities for the appreciation of fiction, including deeper awareness of craft and insight into how reading fiction can lead to self-enrichment. ~~Also examines the historical, social, and cultural background and significance of fiction.~~ Students read a variety of types of fiction, from diverse perspectives ~~engage in literary analysis, use literary terminology,~~ and eras, and develop their skills in discussion, literary analysis, and critical thinking. ~~personal and scholarly responses to fiction.~~

Type of Course (ACTI Code)

> 100 - Lower Division Collegiate

Select at least one of the following:

> Discipline Studies

Is this class challengeable?

> Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-098 or placement in WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Arts & Letters

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
~~1~~	~~identify and analyze the essential elements of fiction, such as plot structure, themes, characterization, setting, and point of view (AL1);~~
~~2~~	~~analyze and critique fictional works using a variety of critical approaches (AL2);~~
~~3~~	~~relate the content, form, and themes of literary works of fiction to modern events, other art forms, and their own lives (AL1);~~
~~4~~	~~articulate ideas about fiction in oral and written forms using relevant technical and critical vocabulary (AL2);~~
~~5~~	~~construct and defend interpretations of fictional works, including judgments of their historical significance, thematic import, and/or artistic merit, supported by textual evidence (AL1, WR1).~~
1	articulate how culture and context shape literary texts and how literature contributes to understandings of ourselves and the world; (CCN)
2	identify how literary devices and various formal elements contribute meaning to a text; (CCN)
3	build interpretations based on relevant evidence. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
  P

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

AL: Arts and Letters Outcomes

Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
  S

Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.
  S

Outcome Assessment Strategies

Outcomes Assessment Strategies

  Checklist
  Criteria
  Presentations
  Projects
  Rubrics
  Writing Assignments

Major Topic Outline

  1. The purpose and use of fiction: why read it? 2. The history of fiction. 3. The elements of fiction, including plot, character, dialogue, setting, point of view, and irony. 4. Connecting fiction to bigger ideas: themes, symbolism. 5. How to discuss fiction productively in a diverse group of people. 6. The breadth and variety of fiction: readings from a range of time periods and

cultures. 7. Writing about fiction. 8. Special topics relating to instructors' interest: the novel, film adaptations of fiction, fiction and literary criticism, etc.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)
ENG 104

How does it transfer?

general education or distribution requirement
general elective
required or support for major

Evidence of transferability

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

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

ENG 104

How does it transfer?

general education or distribution requirement
general elective
required or support for major

Evidence of transferability

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

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

ENG 104

How does it transfer?

general education or distribution requirement
general elective
required or support for major

Evidence of transferability

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

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/25/24 7:40 am

Viewing: **ENG-105Z** ~~ENG-105~~ : Introduction to **Drama** ~~Literature: Drama~~

Also listed as: ~~ENG-105~~

Formerly known as: **ENG-105**

Last approved: 11/01/23 5:10 am

Last edit: 03/25/24 7:40 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages referencing this course	**ENG-105:** English Literature (ENG)
Programs referencing this course	**ENG-105:** AS.OTBUSINESS: Business (ASOT) AS.OTCOMPSCIENCE: Computer Science (ASOT) **ENG-105Z:** AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU AS.OSUBIOLENGR: AS, Biological Engineering, OSU AS.OSUSMECHENGR: AS, Mechanical Engineering, OSU AS.PSUMUSIC: AS, Music, PSU AS.TBIOLOGY: Biology (AST) AS.OSUBIOLOGY: AS, Biology, OSU NA.OTM: Oregon Transfer Module AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST) AS.TBUSINESS: Business (AST) AS.OSUCHEMENGR: AS, Chemical Engineering, OSU AS.OSUCIVILENGR: AS, Civil Engineering, OSU AS.OSUCONENRMGT: AS, Construction Engineering Management, OSU AS.OSUECOLENGR: AS, Ecological Engineering, OSU AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT) AA.OTELEMED: Elementary Education (AAOT) AS.PSUENGLISH: AS, English, PSU AGS.GENERAL: Associate of General Studies AA.ENGLIT: English Literature (AAT) AS.OSUENVIRENGR: AS, Environmental Engineering, OSU AS.OSUGENHORT: AS, Horticulture, OSU

Justification for this inactivation request

Credits/Hours/Instructional Method Change

Reason for proposal

Is Topic Shell Course?

Are you the Faculty Contact Person?

Faculty Contact
Email

Course Prefix | ENG - English Literature

Course Number | 105Z 105

Department | English

Division | Academic Foundations and Connections (AFAC)

Course Title | Introduction to Drama Literature: Drama

Grading

Grade Scheme | Standard (STND)

Credit Type | Credit Course

Allow Pass/No Pass | Yes

Only Pass/No Pass | No

Audit | Yes

CEU's

Min Credit | 4.00

Variable Credit | No

Max Credit

Variable Credit
Increment

Contact hours

Lecture | 44.00

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

The study of plays exposes us to texts with the power to shock, inspire, enlighten, and delight; this course in drama can be an empowering and transformative journey toward keener engagement with the world, local community, and your intended path. ~~An introduction to American and international drama, emphasizing reading, appreciation, discussion, and literaryanalysis.~~ENG-105Z provides opportunities for ~~Focuses on defining~~ the appreciation of drama, including deeper awareness of craft ~~genre~~ and insight into how ~~elements of drama, encouraging students' personal reflections and cultural understanding, incorporating relevant literary theories, and practicing the close~~ reading plays can lead to self-enrichment. ~~and analysis of dramatic works.~~ Students read a variety of types of drama, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

CIP Code

Select at least one of the following:

Discipline Studies

Select one of the following career areas:

Target Population:

Choose all that apply:

Reason for the Proposal

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

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

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-098 or placement in WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Related Instruction
Area

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Arts & Letters

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	identify and analyze the essential conventions of drama, such as the physical space of the stage and the contribution of actors and directors (AL1);
2	analyze and critique dramatic works using a variety of critical approaches (AL2);
3	relate the content, form, and themes of dramatic works to modern events, other art forms, and their own lives (AL1);
4	articulate ideas about drama in oral and written forms using relevant technical and critical vocabulary (AL2);
5	construct and defend interpretations of dramatic works, including judgments of their historical significance, thematic import, and/or artistic merit, supported by textual evidence (AL1, WR1).
1	articulate how culture and context shape literary texts and how literature contributes to understandings of ourselves and the world; (CCN)
2	identify how literary devices and various formal elements contribute meaning to a text; (CCN)
3	build interpretations based on relevant evidence. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.   P

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

MA: Mathematics Outcomes

Use appropriate mathematics to solve problems.

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

Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.   S

Critically analyze values and ethics within range of human experience and expression to engage more fully   S
in local and global issues.

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human behavior.

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

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

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.

Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific

Outcome Assessment Strategies

Outcomes Assessment Strategies

        Checklist

        Criteria

        Performances/Simulation

        Presentations

        Projects

        Rubrics

        Writing Assignments

Other Assessment Tools

Major Topic Outline   1. History of drama. 2. The purpose and role of drama today. 3. Physical Elements of theater (sets, etc.) 4. Genres of Drama (e.g. tragedy, comedy, Elizabethan, theater of the absurd, etc.) 5. Literary terminology and conventions of drama. 6. Connecting drama to bigger ideas: themes, symbolism. 7. How to discuss drama productively in a diverse group of people. 8. Writing about drama. 9. Special topics related to individual instructors' interest and expertise.

Green Course Management

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

Increased Energy Efficiency

        No

Produce Renewable Energy

        No

Prevent Environmental Degradation

        No

Clean up Natural Environment

        No

Supports Green Services

        No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

        OSU - Oregon State University

Comparable course(s)   ENG 105

How does it transfer?

        general education or distribution requirement

        general elective

        required or support for major

Evidence of transferability

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

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

ENG 105

How does it transfer?

general education or distribution requirement
general elective
required or support for major

Evidence of transferability

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

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

ENG 105

How does it transfer?

general education or distribution requirement
general elective
required or support for major

Evidence of transferability

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

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/25/24 7:40 am

Viewing: **ENG-106Z ~~ENG-106~~ : Introduction to Poetry ~~Literature: Poetry~~**

Also listed as: ~~ENG-106~~

Formerly known as: **ENG-106**

Last approved: 11/01/23 5:10 am

Last edit: 03/25/24 7:40 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages referencing this course

ENG-106:

English Literature (ENG)

Programs referencing this course

ENG-106:

AS.OTBUSINESS: Business (ASOT)

AS.OTCOMPSCIENCE: Computer Science (ASOT)

ENG-106Z:

AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU

AS.OSUBIOLENGR: AS, Biological Engineering, OSU

AS.OSUSMECHENGR: AS, Mechanical Engineering, OSU

AS.PSUMUSIC: AS, Music, PSU

AS.TBIOLOGY: Biology (AST)

AS.OSUBIOLOGY: AS, Biology, OSU

NA.OTM: Oregon Transfer Module

AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)

AS.TBUSINESS: Business (AST)

AS.OSUCHEMENGR: AS, Chemical Engineering, OSU

AS.OSUCIVILENGR: AS, Civil Engineering, OSU

AS.OSUCONENRMGT: AS, Construction Engineering Management, OSU

Approval Path

1. 03/25/24 7:41 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Nov 1, 2023 by Megan Feagles (megan.feagles)

AS.OSUECOLENGR: AS, Ecological Engineering, OSU

AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU

AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)

AA.OTELEMED: Elementary Education (AAOT)

AS.PSUENGLISH: AS, English, PSU

AGS.GENERAL: Associate of General Studies

AA.ENGLIT: English Literature (AAT)

AS.OSUENVIRENGR: AS, Environmental Engineering, OSU

AS.OSUGENHORT: AS, Horticulture, OSU

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	ENG - English Literature
Course Number	106Z 106
Department	English
Division	Academic Foundations and Connections (AFAC)
Course Title	Introduction to Poetry Literature: Poetry

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Lecture   44.00

Lec/Lab

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

~~An introduction to multicultural poetry in English and translation.~~ The study ~~Explores the elements~~ of poetry invites us to delve into the biggest questions about life and culture alongside ~~examines~~ the seemingly smallest issues ~~historical, social, and cultural significance~~ of words and sounds. ~~various poems.~~ ENG-106Z provides opportunities for the appreciation of poetry, including deeper awareness of craft and insight into how reading poetry can lead to self-enrichment. Students read a variety of types of poetry ~~engage in literary analysis, use literary terminology,~~ and poetic forms, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking. ~~both personal and analytical responses to poetry.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-098 or placement in WR-121Z

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Spring/Summer

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Arts & Letters

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
~~1~~	~~creatively connect poetry to their own lives;(AL1)~~
~~2~~	~~apply literary terminology to poems;(AL1)~~
~~3~~	~~interpret poems based on careful reading and analysis, as well as some basic research;(AL1)(AL2)~~
~~4~~	~~analyze poems in terms of themes--connections to larger ideas and cultural issues; (AL2)~~
~~5~~	~~identify and analyze similarities and differences between poems, as well as between poetry and other artistic genres;(AL2)~~
~~6~~	~~create insightful responses to poetry, in both informal discussions and formal presentations.(AL1)~~
1	articulate how culture and context shape literary texts and how literature contributes to understandings of ourselves and the world; (CCN)
2	identify how literary devices and various formal elements contribute meaning to a text; (CCN)
3	build interpretations based on relevant evidence. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

P

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

P

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

AL: Arts and Letters Outcomes

Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
   S

Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.
   S

Outcome Assessment Strategies

Outcomes Assessment Strategies

   General Examination
   Journal Writing
   Presentations
   Projects
   Rubrics
   Writing Assignments

Major Topic Outline
   1. How to read a poem. 2. How to connect poetry to one's own life. 3. Readings in a diverse range of poetry--old and new, English and in translation. 4. Elements and vocabulary of poetic analysis: imagery, figurative language, symbol, rhythm and meter, sound, irony, etc. 5. Verse forms and genres: sonnet, ballad, lyric, etc. 6. Theme: connecting poems to larger issues and the human condition. 7. How to discuss poetry productively in a group. 8. Developing an

interpretation and using evidence (quotations). 9. Poetry and the world: history, philosophy, and culture. 10. Drawing on the experts: navigating and using the scholarly and critical literature of poetry. 11. Presenting interpretations of poetry through informal presentations and in polished writing.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

OSU-C - OSU-Cascade

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

SOU - Southern Oregon University

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

OUS school to which the course will transfer

WOU - Western Oregon University

Comparable
course(s)

How does it transfer?

general education or distribution requirement
general elective

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Fulfills AAOT requirements

Please attach documentation

Reviewer Comments

Key: 639

Course Change Request

Date Submitted: 03/15/24 9:39 am

Viewing: **PSY-201Z** ~~PSY-200~~ : Introduction to Psychology I ~~Psychology: Part 1~~

Also listed as: ~~PSY-200~~

Formerly known as: **PSY-200**

Last approved: 11/07/23 5:04 am

Last edit: 03/15/24 9:39 am

Changes proposed by: Megan Feagles (megan.feagles)

Approval Path

1. 03/15/24 9:41 am Megan Feagles (megan.feagles): Approved for Curriculum Office

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	PSY - Psychology
Course Number	201Z ~~200~~
Department	Social Sciences
Division	Arts and Sciences
Course Title	Introduction to Psychology I ~~Psychology: Part 1~~

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	

Lab

Activity

Clinical

Field

CWE Seminar

CPR

Seminar

Community
Education/Drivers
Ed

Community
Education/Adult

Total   44

Proposed Effective   Summer 2024
Term

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Introduction to the science ~~of psychology~~ and ~~the~~ application of <u>psychology.</u> ~~psychological concepts as they relate to everyday life.~~ Emphasis will be placed on ~~building a foundation of~~ psychological concepts, theories, and principles related <u>to:</u> ~~to research methods, the biological basis of behavior, human development, memory, cognition and language, consciousness, sensory processes, perception, and related topics.~~ <u>Research Methods, Behavioral Neuroscience, Consciousness, Sensation/Perception, Learning, Memory, Thinking and Intelligence, and related topics.</u> ~~PSY-200 and PSY-205 are not sequential.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

                        No

When do you plan to offer this course?

                        Summer/Fall/Winter/Spring

Will this class use library resources?

                        Yes

Have you talked with a librarian regarding that impact?

                        No

Course Certifications

Is this a Related Instruction course?

                        No

Are you going to seek General Education Certification after course approval?

  Yes

General Education Outcome(s)

                        Social Sciences

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	~~Draw logical and objective conclusions about psychological phenomena from empirical evidence.(SS1)~~
2	~~Discuss how the workings of the nervous system can help explain human behavior. (SS1)~~
3	~~Explain how our perceptions of the world differ from raw sensations and are subject to error.(SS2)~~
4	~~Apply fundamental psychological principles, theories, and research in the areas of human development, memory, cognition and language, and consciousness to real world scenarios.(SS1)(SS2)~~
5	~~Explain how psychological and biological factors influence behavior and mental processes.(SS2)~~
1	identify psychological, biological, and other factors that influence behavior and mental processes; (CCN)
2	apply key theories and concepts in psychology; (CCN)
3	evaluate claims about psychological phenomena and human behavior through the use of empirical evidence and knowledge of the scientific method; (CCN)
4	demonstrate knowledge about the ways psychological science and practices are contextualized by ethical standards and sociocultural factors. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human behavior.
S

Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.
S

Outcome Assessment Strategies

Outcomes Assessment Strategies

General Examination
Multiple Choice Test
Writing Assignments

Major Topic Outline
1. Research Methods & Ethics 2. Biological Basis of Behavior 3. Human Development 4. Sensation & Perception 5. Consciousness 6. Memory 7. Cognition & Language

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)

It compares as PSY201 at Oregon State.

How does it transfer?

general education or distribution requirement
required or support for major
other (provide details)

Details of how course transfers

A OSU it transfers as a Lower Division Transfer course. At U of O it transfers as credits in the
Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guidelines.

OUS school to which the course will transfer

PSU - Portland State University

Comparable
course(s)

It compares as PSY201 at Oregon State.

How does it transfer?

general education or distribution requirement
required or support for major
other (provide details)

Details of how course transfers

A OSU it transfers as a Lower Division Transfer course. At U of O it transfers as credits in the
Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guidelines.

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

It compares as PSY201 at Oregon State.

How does it transfer?

general education or distribution requirement
required or support for major
other (provide details)

Details of how course transfers

A OSU it transfers as a Lower Division Transfer course. At U of O it transfers as credits in the
Social Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online in transfer equivalency guidelines.

Please attach documentation

Reviewer Comments

Course Change Request

Date Submitted: 03/15/24 9:39 am

Viewing: **PSY-202Z** ~~PSY-205~~ : Introduction to Psychology II ~~Psychology: Part 2~~

Also listed as: ~~PSY-205~~

Formerly known as: **PSY-205**

Last approved: 11/07/23 5:04 am

Last edit: 03/15/24 9:39 am

Changes proposed by: Megan Feagles (megan.feagles)

Catalog Pages
referencing this
course
  PSY-205:
  Psychology (PSY)

Programs
referencing this
course
  PSY-202Z:
  AS.OSUINDMFGENG: AS, Industrial/Manufacturing Engineering, OSU
  AS.OSUBIOLENGR: AS, Biological Engineering, OSU
  AAS.MICROSYSTECH: Microelectronics Systems Technology
  AS.PSUMUSIC: AS, Music, PSU
  AS.TBIOLOGY: Biology (AST)
  AS.OSUBIOLOGY: AS, Biology, OSU
  NA.OTM: Oregon Transfer Module
  AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO: Computer Science (AST)
  AS.TBUSINESS: Business (AST)
  AS.OSUCHEMENGR: AS, Chemical Engineering, OSU
  AS.OSUELCOMPENGR: AS, Electrical Engineering, OSU
  AAS.ELECTRONENGTECH: Electronics Engineering Technology
  AA.OREGONTRANSFER: Associate of Arts Oregon Transfer (AAOT)
  AA.OTELEMED: Elementary Education (AAOT)
  AS.PSUENGLISH: AS, English, PSU

Credits/Hours/Instructional Method Change

Is Topic Shell Course?

Are you the Faculty Contact Person?

Course Prefix	PSY - Psychology
Course Number	202Z ~~205~~
Department	Social Sciences
Division	Arts and Sciences
Course Title	Introduction to Psychology II ~~Psychology: Part 2~~

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	Yes
Min Credit	4.00
Variable Credit	No

Contact hours

Lecture	44.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

Introduction to the science ~~of psychology~~ and ~~the~~ application of <u>psychology.</u> ~~psychological concepts as they relate to everyday life.~~ Emphasis will be placed on ~~building a foundation of~~ psychological concepts, theories, and principles related <u>to:</u> ~~to social psychology, learning, motivation and emotion, personality, psychological disorders, therapies, and related topics.~~ <u>Personality, Social Psychology, Health and Well-Being, Motivation and Emotion, Disorders, Therapies, Lifespan Development, and related topics.</u> ~~PSY-200 and PSY-205 are not sequential.~~

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Discipline Studies

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

WRD-090 or placement in WRD-098

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in Schedule
Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Summer/Fall/Winter/Spring

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

Yes

General Education Outcome(s)

Social Sciences

Cultural Literacy

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
~~1~~	~~Draw logical and objective conclusions about psychological phenomena from empirical evidence.(SS1)(SC1)(SC2)~~
~~2~~	~~Apply fundamental psychological principles, theories, and research in the areas of social psychology, learning, motivation and emotion, and personality to real world scenarios.(SS1)(SS2)~~
~~3~~	~~Explain how psychological, social, and cultural factors influence behavior and mental processes.(SS2)(CL1)~~
~~4~~	~~Explain how individual differences, social identity, and worldview may influence beliefs, values, and interactions with others (SS2)(CL1)~~
~~5~~	~~Discuss the mental health continuum and examine the symptoms associated with various psychological disorders.(SS2)~~
~~6~~	~~Analyze the strengths and weaknesses of common treatments for psychological disorders.(SS1)~~
1	identify psychological, social, cultural, and biological factors that influence behavior and mental processes; (CCN)
2	apply key theories and concepts in psychology; (CCN)
3	evaluate claims about psychological phenomena and human behavior through the use of empirical evidence; (CCN)
4	demonstrate knowledge about the ways psychological science and practices are contextualized by ethical standards and sociocultural factors. (CCN)

AAOT/ASOT General Education Outcomes Course Outline Mapping Chart

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

WR: Writing Outcomes

Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

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

Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

Engage in ethical communication processes that accomplish goals.

Respond to the needs of diverse audiences and contexts.

Build and manage relationships.

SS: Social Science Outcomes

Apply analytical skills to social phenomena in order to understand human behavior.
S

Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.
S

Outcome Assessment Strategies

Outcomes Assessment Strategies

General Examination
Multiple Choice Test
Writing Assignments

Major Topic Outline
  1. Social Psychology 2. Principles of learning 3. Motivation & Emotion 4. Personality & Identity
  5. Stress & Health 6. Psychological Disorders 7. Therapies

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

OUS school to which the course will transfer

OSU - Oregon State University

Comparable
course(s)
  Comparable to PSY202 at Oregon State.

How does it transfer?

  general education or distribution requirement
  required or support for major
  other (provide details)

Details of how course transfers

  A OSU it transfers as a Mind & Society course. At U of O it transfers as credits in the Social
  Sciences group

Evidence of transferability

  Other. Please explain.

Explanation of other evidence of transferability

  Noted online through transfer equivalency guidelines.

OUS school to which the course will transfer

Comparable
course(s)

Comparable to PSY202 at Oregon State.

How does it transfer?

general education or distribution requirement
required or support for major
other (provide details)

Details of how course transfers

A OSU it transfers as a Mind & Society course. At U of O it transfers as credits in the Social
Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online through transfer equivalency guidelines.

OUS school to which the course will transfer

UO - University of Oregon

Comparable
course(s)

Comparable to PSY202 at Oregon State.

How does it transfer?

general education or distribution requirement
required or support for major
other (provide details)

Details of how course transfers

A OSU it transfers as a Mind & Society course. At U of O it transfers as credits in the Social
Sciences group

Evidence of transferability

Other. Please explain.

Explanation of other evidence of transferability

Noted online through transfer equivalency guidelines.

Please attach documentation

Reviewer Comments

Program Amendments

Program	Implementation
Accounting AAS	2024/SU
Accounting Clerk CC	2024/SU
Administrative Assistant CC	2024/SU
Administrative Professional AAS	2024/SU
AS, Biological Engineering, OSU	2024/SU
AS, Biology, OSU	2024/SU
AS, Chemical Engineering, OSU	2024/SU
AS, Civil Engineering, OSU	2024/SU
AS, Construction Engineering Management, OSU	2024/SU
AS, Ecological Engineering, OSU	2024/SU
AS, Electrical Engineering, OSU	2024/SU
AS, English, PSU	2024/SU
AS, Environmental Engineering, OSU	2024/SU
AS, Horticulture, OSU	2024/SU
AS, Industrial/Manufacturing Engineering, OSU	2024/SU
AS, Mechanical Engineering, OSU	2024/SU
AS, Music, PSU	2024/SU
Associate of Arts Oregon Transfer (AAOT)	2024/SU
Associate of General Studies	2024/SU
Biology (AST)	2024/SU
Business (AST)	2024/SU
Business AAS	2024/SU
Business Management CC	2024/SU
Computer & Network Administration AAS	2024/SU
Computer & Network Administration CC	2024/SU
Computer Application Specialist CC	2024/SU
Computer Science (AST)	2024/SU
Digital Media Communications AAS	2024/SU
Early Childhood Education & Family Studies AAS	2024/SU
EFA, Business	2024/SU
Electronics Engineering Technology AAS	2024/SU
Elementary Education (AAOT)	2024/SU
English Literature (AAT)	2024/SU
Fitness Specialist CC	2024/SU
Front-End Web Development CC	2024/SU
Full-Stack Web Development AAS	2024/SU
Human Resource Management CC	2024/SU
Marketing CC	2024/SU
Microelectronics Systems Technology AAS	2024/SU
Oregon Transfer Module	2024/SU
Project Management AAS	2024/SU
Video Production Technician CC	2024/SU

Program ID	Program Name	BA-101Z	BA-211Z	BA-213Z	ENG-104Z	ENG-105Z	ENG-106Z	PSY-201Z	PSY-202Z
AAS.ACCNTG	Accounting AAS	1	1	1					
CC.ACNTGCLERK	Accounting Clerk CC	1	1						
CC.ADMINASST	Administrative Assistant CC		1						
AAS.ADMINPRO	Administrative Professional AAS	1	1						
AS.OSUBIOLENGR	AS, Biological Engineering, OSU				1	1	1	1	1
AS.OSUBIOLOGY	AS, Biology, OSU				1	1	1	1	1
AS.OSUCHEMENGR	AS, Chemical Engineering, OSU				1	1	1	1	1
AS.OSUCIVILENGR	AS, Civil Engineering, OSU				1	1	1		
AS.OSUCONENRMGT	AS, Construction Engineering Management, OSU				1	1	1		
AS.OSUECOLENGR	AS, Ecological Engineering, OSU				1	1	1		
AS.OSUELCOMPENGR	AS, Electrical Engineering, OSU				1	1	1	1	1
AS.PSUENGLISH	AS, English, PSU				1	1	1		1
AS.OSUENVIRENGR	AS, Environmental Engineering, OSU				1	1	1	1	1
AS.OSUGENHORT	AS, Horticulture, OSU				1	1	1	1	
AS.OSUINDMFGENG	AS, Industrial/Manufacturing Engineering, OSU				1	1	1	1	1
AS.OSUSMECHENGR	AS, Mechanical Engineering, OSU				1	1	1		
AS.PSUMUSIC	AS, Music, PSU				1	1	1	1	1
AA.OREGONTRANSFER	Associate of Arts Oregon Transfer (AAOT)				1	1	1	1	1
AGS.GENERAL	Associate of General Studies				1	1	1	1	1
AS.TBIOLOGY	Biology (AST)				1	1	1	1	1
AS.TBUSINESS	Business (AST)	1	1	1	1	1	1		1
AAS.BUSINESS	Business AAS	1	1	1					
CC.BUSMANAGEMENT	Business Management CC	1	1						
AAS.COMPNETADMIN	Computer & Network Administration AAS	1							
CC.COMPNETADMIN	Computer & Network Administration CC	1							
CC.COMPAPPSPECIAL	Computer Application Specialist CC	1							
AS.TCOMPSCIESWO, AS.TCOMPSCIOSPSUO	Computer Science (AST)				1	1	1	1	1
AAS.DMC1	Digital Media Communications AAS	1							
AAS.EARLYCHILDFAM	Early Childhood Education & Family Studies AAS	1							
EFA.BUSINESS	EFA, Business	1							
AAS.ELECTRONENGTECH	Electronics Engineering Technology AAS								1
AA.OTELEMED	Elementary Education (AAOT)				1	1	1	1	1

Code	Description							
AA.ENGLIT	English Literature (AAT)			1	1	1	1	1
CC.FITNESSSPEC	Fitness Specialist CC	1						
CC.FRONTENDDEV	Front-End Web Development CC	1						
AAS.FULLSTACK	Full-Stack Web Development AAS	1						
CC.HUMANRESMNGT	Human Resource Management CC	1						
CC.MARKETING	Marketing CC	1						
AAS.MICROSYSTECH	Microelectronics Systems Technology AAS							1
NA.OTM	Oregon Transfer Module			1	1	1	1	1
AAS.PROJECTMNGT	Project Management AAS	1	1					
CC.VIDEOPRODTECH	Video Production Technician CC	1						

See Curriculum Committee Meeting Page for PDF Packet of CCN Program Amendments

http://webappsrv.clackamas.edu/committees/CC/index.aspx?content=meetings&date=04/05/2024

Program Amendments

Program	Implementation
Career & Technical Education (CTE) Licensure Prep CC	2024/SU
Elementary Education (AAOT)	2024/SU
Early Childhood Education & Family Studies AAS	2024/SU
Early Childhood Education & Family Studies CPCC	2024/SU

Program Change Request

Date Submitted: 02/21/24 4:55 pm

Viewing: **CC.CTEPREP : Career & Technical Education (CTE) Licensure Prep**

Last approved: 06/05/23 1:21 pm

Last edit: 02/21/24 4:55 pm

Changes proposed by: Laurette Scott (laurette)

Catalog Pages Using
this Program
[Career & Technical Education (CTE) Licensure Prep, Certificate](#)

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

Yes

Approval Path

1. 02/22/24 9:02 am Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/22/24 10:55 am Dawn Hendricks (dawn.hendricks): Approved for EHCJ Chair
3. 02/26/24 1:32 pm Armetta Burney (armetta.burney): Approved for DTPS Dean
4. 03/04/24 8:00 am Megan Feagles (megan.feagles): Approved for Curriculum Office
5. 03/08/24 9:13 am Megan Feagles (megan.feagles): Rollback to Curriculum Office for Curriculum

History

1. Oct 6, 2022 by
   clmig-kxayasene
2. Jun 5, 2023 by
   Megan Feagles
   (megan.feagles)

Program Overview

Name of Proposed Program

Career & Technical Education (CTE) Licensure Prep

Program Code   CC.CTEPREP

Award (CCWD)
  Certificate (12-30 credits) (CC)

Type of Program   Certificate of Completion (CC)
(CCC)

Educational Focus   Teaching and Education
Area

Effective Catalog   2024-2025
Edition

Career Area   Human Resources

Department   Education, Human Services and Criminal
                      Justice

Division   Technology, Applied Science and Public
                      Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   13.0101 - Education, General.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	perform in accordance with the legal rights and responsibilities of teachers and students in educational settings;
2	create, deliver, and adapt instruction to meet the needs of diverse learners;
3	effectively manage classrooms and learning environments;
4	compare, contrast, and effectively apply appropriate instructional strategies and assessments;
5	apply learning theory to teach in culturally responsive and developmentally appropriate ways;
6	analyze elements of quality CTE programs and current issues impacting Career and Technical Education.

Proposed Curriculum

Plan of Study Grid

Fall Term		Credits
ED-113	Instructional Strategies for Literacy	3
or ED-114	or Instructional Strategies for Math	
ED-130	Comprehensive Classroom Management	3
ED-220	Introduction to CTE in Oregon	3
	Credits	9
Winter Term		
ED-131	Instructional Strategies	3
ED-216	Foundations of Teaching & Education	4
ED-229	Learning & Development	3
	Credits	10
Spring Term		
ED-258	Culturally Responsive Teaching & Education	3
ED-280	Practicum/CWE	6
	Credits	9
	Total Credits	28

Proof of College (100) level English/Language Arts and Math credits is required for licensure

Completion of both ED-269 Course ED-269 Not Found ~~ED-169 Overview of Students With Special Needs~~ and ED-254 Instructional Strategies for Dual Language Learners highly recommended for licensure

All courses must be passed with a C or better

Reviewer

Comments

Program Change Request

Date Submitted: 02/22/24 3:03 pm

Viewing: **AA.OTELEMED : Elementary Education (AAOT)**

Last approved: 02/16/24 8:53 am

Last edit: 03/20/24 7:17 am

Changes proposed by: Laurette Scott (laurette)

Catalog Pages Using
this Program
   Elementary Education (AAOT)

Change Type

College Council Review

   No

Program Contact Information

Are you the Faculty Contact Person?

   Yes

Approval Path

1. 02/22/24 12:34 pm Megan Feagles (megan.feagles): Rollback to Initiator
2. 02/22/24 3:06 pm Megan Feagles (megan.feagles): Approved for Curriculum Office
3. 02/22/24 3:13 pm Dawn Hendricks (dawn.hendricks): Approved for EHCJ Chair
4. 02/26/24 1:23 pm Armetta Burney (armetta.burney): Approved for DTPS Dean
5. 03/04/24 8:00 am Megan Feagles (megan.feagles): Approved for Curriculum Office
6. 03/08/24 9:13 am Megan Feagles (megan.feagles):

Program Overview

Name of Proposed Program

Elementary Education (AAOT)

Program Code   AA.OTELEMED

Award (CCWD)
  Associate of Arts Oregon Transfer (90-108 credits) (AAOT)

Type of Program   Associate of Arts (AA)
(CCC)

Educational Focus   Teaching and Education
Area

Effective Catalog   2024-2025
Edition

Career Area   Human Resources

	Department	Education, Human Services and Criminal Justice
	Division	Technology, Applied Science and Public Services (TAPS)
	Other locations (institutions) this Program will be offered	
	CIP Code	13.1202 - Elementary Education and Teaching.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	apply critical thinking to analyze social issues necessary to support the function of public education;
2	describe culturally-responsive pedagogy and integration of social justice into a teaching philosophy;
3	identify the ethics and responsibilities necessary to obtain a professional license in the teaching field and clarify career confirmation.

Proposed Curriculum

Complete 90 credits from the following:

Foundational Skills

Writing

8 credits

Information literacy will be included in the Writing requirement

WR-121ZComposition I 4

WR-122ZComposition II4

Oral Communication

1 course

COMM-111ZPublic Speaking4

Mathematics

3 courses

MTH-211 Fundamentals of Elementary Math I 4
MTH-212 Fundamentals of Elementary Math II 4.00
MTH-213 Fundamentals of Elementary Math III 4.00

Health

At least 3 credits

HPE-295 Health & Fitness for Life 3.00

General Education Distribution Areas

Arts & Letters

3 courses from 2 or more disciplines
Each course must be at least 3 credits

Arts & Letters Course List

~~ENG-104~~	~~Introduction to Literature: Fiction~~	~~4~~
~~or ENG-105~~	~~Introduction to Literature: Drama~~	
~~or ENG-106~~	~~Introduction to Literature: Poetry~~	
ENG-104Z	Course ENG-104Z Not Found	4.00
or ENG-105Z	Course ENG-105Z Not Found	
or ENG-106Z	Course ENG-106Z Not Found	
AND		
ART-115	Basic Design: 2-Dimensional Design	4
or ART-131	Introduction to Drawing	
AND		
1 course from the following (200-level world language recommended)		
ART-101	Art Appreciation	3.00
ART-115	Basic Design: 2-Dimensional Design	4
ART-117	Basic Design: 3-Dimensional Composition	4
ART-131	Introduction to Drawing	4
ART-204	History of Art/Ancient Through Medieval	4
ART-205	History of Art/Romanesque Through Baroque	4
ART-206	History of Art/Enlightenment Through Contemporary	4
ART-232	Life Drawing (Figure Emphasis)	4
ART-233	Drawing for Comics	4
ART-250	Ceramics/Beginning	4
ART-251	Ceramics/Hand-Building I	4
ART-252	Ceramics/Wheel-Throwing I	4

ART-253	Ceramics/Intermediate	4
ART-254	Ceramics/Hand-Building II	4
ART-255	Ceramics/Wheel-Throwing II	4
ART-257	Metalsmithing/Jewelry	4
ART-281	Painting: Still Life/Beginning	4
ART-282	Painting: The Figure/Beginning	4
ART-283	Painting: Landscapes/Beginning	4
ART-284	Painting: Still Life/Intermediate	4
ART-285	Painting: The Figure/Intermediate	4
ART-286	Painting: Landscapes/Intermediate	4
ART-291	Sculpture	4
ART-292	Sculpture (Figure Emphasis)	4
ART-293	Sculpture (Metal Emphasis)	4
ASL-201	Second-Year American Sign Language I	4
ASL-202	Second-Year American Sign Language II	4
ASL-203	Second-Year American Sign Language III	4
COMM-112	Persuasive Speaking	4.00
COMM-126	Introduction to Gender Communication	4.00
COMM-140	Introduction to Intercultural Communication	4.00
COMM-212	Mass Media & Society	4.00
COMM-218Z	Interpersonal Communication	4
COMM-219	Small Group Discussion	4.00
COMM-227	Nonverbal Communication	4.00
~~ENG-104~~	~~Introduction to Literature: Fiction~~	~~4.00~~
~~ENG-105~~	~~Introduction to Literature: Drama~~	~~4.00~~
~~ENG-106~~	~~Introduction to Literature: Poetry~~	~~4.00~~
ENG-104Z	Course ENG-104Z Not Found	4.00
ENG-105Z	Course ENG-105Z Not Found	4.00
ENG-106Z	Course ENG-106Z Not Found	4.00
ENG-107	World Literature: Ancient Through Classical Times	4.00
ENG-108	World Literature: Early Middle Ages through the 18th Century	4.00
ENG-109	World Literature: The 19th through 21st Centuries	4.00
ENG-116	Introduction to Literature: Comics	4.00
ENG-121	Mystery Fiction	4.00
ENG-130	Leadership in Literature	4.00
ENG-194	Introduction to Film	4.00
ENG-195	American Film	4.00
ENG-201	Shakespeare	4.00
ENG-202	Shakespeare	4.00
ENG-204	British Literature: Ancient to Enlightenment	4.00
ENG-205	British Literature: Romantic to Contemporary	4.00
ENG-213	U.S. Latinx Literature	4.00

ENG-218	Arthurian Literature	4.00
ENG-226	Popular Literature	4.00
ENG-240	Native American Mythology	4.00
ENG-241	Norse Mythology	4.00
ENG-243	African Mythology	4
ENG-250	Greek Mythology	4.00
ENG-251	Celtic Mythology	4.00
ENG-252	Hindu Mythology	4.00
ENG-253	American Literature: Pre-Columbian to Civil War	4.00
ENG-254	American Literature: 1865 to Present	4.00
ENG-255	American Literature: Topics in American Literature	4.00
ENG-260	Introduction to Women Writers	4.00
ENG-261	Literature of Science Fiction	4.00
ENG-270	Introduction to Literary Criticism	4.00
ENG-271	World Literature: Ancient Through Classical Times	4.00
ENG-272	World Literature: Early Middle Ages through the 18th Century	4.00
ENG-273	World Literature: the 19th Through 21st Centuries	4.00
ENG-295	Revolutionary Film	4.00
ENG-296	Adaptation: Literature Into Film	4.00
FR-201	Second-Year French I	4.00
FR-202	Second-Year French II	4.00
FR-203	Second-Year French III	4.00
HUM-235	Perspectives on Terrorism	4.00
HUM-237	Perspectives on Democracy and Dialogue	4.00
J-211	Mass Media & Society	4.00
J-216	Writing for Media	4.00
MUS-105	Music Appreciation	3.00
MUS-111	Music Theory I	3.00
MUS-112	Music Theory I	3.00
MUS-113	Music Theory I	3.00
MUS-205	Music Literature: History of Jazz	4.00
MUS-206	Music Literature: History of Rock	4.00
MUS-211	Music Theory II	3.00
MUS-212	Music Theory II	3.00
MUS-213	Music Theory II	3.00
PHL-101	Philosophical Problems	4.00
PHL-102	Ethics	4.00
PHL-103	Critical Reasoning	4.00
PHL-205	Moral Issues	4.00
PHL-210	Philosophy of Religion	4.00
PHL-213	Asian Philosophy	4.00
PHL-216	Ancient Philosophy	4.00

R-101	Judaism and Foundations of Religion	4.00
R-102	Christianity and Islam	4.00
R-103	Asian Religions	4.00
R-204	History of Christianity	4.00
R-210	World Religions	4.00
R-211	History of the Old Testament	4.00
R-212	History of the New Testament	4.00
SPN-201	Second-Year Spanish I	4.00
SPN-202	Second-Year Spanish II	4.00
SPN-203	Second-Year Spanish III	4.00
SSC-237	Perspectives on Democracy and Dialogue	4.00
TA-101	Appreciation of Theatre	4.00
TA-102	Appreciation of Theatre	4.00
TA-103	Appreciation of Theatre	4.00
TA-111	Fundamentals of Technical Theatre	4.00
TA-122	Costuming II	3.00
TA-123	Costuming III	3
TA-141	Acting I	4.00
TA-142	Acting II	4.00
TA-143	Acting III	4.00
TA-153	Theatre Rehearsal & Performance	3.00
WR-240	Creative Nonfiction Writing I	4
WR-241	Fiction Writing I	4.00
WR-242	Poetry Writing I	4.00
WR-243	Playwriting I	4.00
WR-244	Fiction Writing II	4.00
WR-245	Poetry Writing II	4.00
WR-247	Playwriting II	4.00
WR-248	Bookmaking: Design and Layout	4.00
WR-262	Introduction to Screenwriting	4.00
WR-263	Screenwriting II	4.00
WR-265	Digital Storytelling	4.00
WR-270	Creative Nonfiction Writing II: Food Writing	4.00
WS-101	Introduction to Women's Studies	4.00

Social Science

4 Courses from 2 or more disciplines

Each course must be at least 3 credits

Social Science Course List

HST-201	History of the United States	4
or HST-202	History of the United States	

or HST-203   History of the United States
AND
ANT-103   Cultural Anthropology   4
or GEO-110 Cultural & Human Geography
AND
PS-201   American Government and Politics   4
AND
~~PSY-200   Introduction to Psychology: Part 1   4~~
~~or PSY-205   Introduction to Psychology: Part 2~~
~~or PSY-215   Introduction to Developmental Psychology~~
PSY-201Z   Course PSY-201Z Not Found   4.00
or PSY-202Z Course PSY-202Z Not Found
or PSY-215   Introduction to Developmental Psychology

Science/Math/Computer Science

3 Courses
Each course must be at least 4 credits

Science/Math/Computer Science Course List

BI-101   General Biology; Cellular Biology   4
or BI-102 General Biology; Animal Systems
or BI-103 General Biology; Plants & The Ecosystem
AND
G-101   General Geology   4
or G-102 General Geology
or G-103 General Geology
AND
GS-104   Earth System Science   4
or GS-105 Earth System Science
or GS-106 Earth System Science
      OR any of the following AAOT science lab courses
ASC-175   Integrated Science Inquiry   4.00
ASC-176   Integrated Science Inquiry   4.00
ASC-177   Integrated Science Inquiry   4.00
BI-101   General Biology; Cellular Biology   4.00
BI-102   General Biology; Animal Systems   4.00
BI-103   General Biology; Plants & The Ecosystem   4.00
BI-112   General Biology for Health Sciences   4.00
BI-160L   Bird Identification & Taxonomy with Lab   4.00
BI-165CL   Natural History of the Oregon Coast with Lab 4.00
BI-165D   Natural History of the Western Deserts   4.00
BI-175   Integrated Science Inquiry   4.00

BI-176	Integrated Science Inquiry	4.00
BI-177	Integrated Science Inquiry	4.00
BI-204	Elementary Microbiology	4.00
BI-211	General Biology for Science Majors (Cellular Biology)	5.00
BI-212	General Biology for Science Majors (Animal Biology)	5.00
BI-213	General Biology for Science Majors (Plant Biology & Ecology)	5.00
BI-231	Human Anatomy & Physiology I	4.00
BI-232	Human Anatomy & Physiology II	4.00
BI-233	Human Anatomy & Physiology III	4.00
BI-234	Introductory Microbiology	4.00
CH-104	Introductory Chemistry	5.00
CH-105	Introductory Chemistry	5.00
CH-106	Introductory Chemistry	5.00
CH-112	Chemistry for Health Sciences	4.00
CH-114	Chemistry in Art	4.00
CH-221	General Chemistry	5.00
CH-222	General Chemistry	5.00
CH-223	General Chemistry	5.00
ESR-171	Introduction to Environmental Science	4.00
ESR-172	Introduction to Climate Change	4.00
ESR-173	Introduction to Sustainability	4.00
G-101	General Geology	4.00
G-102	General Geology	4.00
G-103	General Geology	4.00
G-148	Volcanoes & Earthquakes	4.00
G-201	General Geology	4.00
G-202	General Geology	4.00
G-203	General Geology	4.00
GS-104	Earth System Science	4.00
GS-105	Earth System Science	4.00
GS-106	Earth System Science	4.00
GS-107	Astronomy	4.00
PH-121	Astronomy	4.00
PH-122	General Astronomy	4.00
PH-123	General Astronomy	4.00
PH-201	General Physics	5.00
PH-202	General Physics	5.00
PH-203	General Physics	5.00
PH-211	General Physics With Calculus	5.00
PH-212	General Physics With Calculus	5.00
PH-213	General Physics With Calculus	5.00
Z-201	General Zoology	4.00

Z-202	General Zoology	4.00
Z-203	General Zoology	4.00

Cultural Literacy

1 course

Cultural Literacy Course List

ANT-103	Cultural Anthropology	4
ART-204	History of Art/Ancient Through Medieval	4
ART-205	History of Art/Romanesque Through Baroque	4
ART-206	History of Art/Enlightenment Through Contemporary	4
ASL-201	Second-Year American Sign Language I	4
ASL-202	Second-Year American Sign Language II	4
ASL-203	Second-Year American Sign Language III	4
COMM-126	Introduction to Gender Communication	4
COMM-140	Introduction to Intercultural Communication	4
COMM-218Z	Interpersonal Communication	4
COMM-219	Small Group Discussion	4
ENG-107	World Literature: Ancient Through Classical Times	4
ENG-108	World Literature: Early Middle Ages through the 18th Century	4
ENG-109	World Literature: The 19th through 21st Centuries	4
ENG-213	U.S. Latinx Literature	4
ENG-240	Native American Mythology	4
ENG-241	Norse Mythology	4
ENG-243	African Mythology	4
ENG-250	Greek Mythology	4
ENG-251	Celtic Mythology	4
ENG-252	Hindu Mythology	4
ENG-261	Literature of Science Fiction	4
ENG-271	World Literature: Ancient Through Classical Times	4
ENG-272	World Literature: Early Middle Ages through the 18th Century	4
ENG-273	World Literature: the 19th Through 21st Centuries	4
ENG-295	Revolutionary Film	4
FR-201	Second-Year French I	4
FR-202	Second-Year French II	4
FR-203	Second-Year French III	4
GEO-110	Cultural & Human Geography	4
HST-201	History of the United States	4
HST-202	History of the United States	4
HST-203	History of the United States	4
HUM-235	Perspectives on Terrorism	4
HUM-237	Perspectives on Democracy and Dialogue	4

MUS-206	Music Literature: History of Rock	4
PHL-101	Philosophical Problems	4
PHL-102	Ethics	4
PHL-103	Critical Reasoning	4
PHL-205	Moral Issues	4
PHL-210	Philosophy of Religion	4
PHL-213	Asian Philosophy	4
PHL-216	Ancient Philosophy	4
~~PSY-205~~	~~Introduction to Psychology: Part 2~~	~~4~~
PSY-202Z	Course PSY-202Z Not Found	4.00
R-101	Judaism and Foundations of Religion	4
R-102	Christianity and Islam	4
R-103	Asian Religions	4
R-204	History of Christianity	4
R-210	World Religions	4
R-211	History of the Old Testament	4
R-212	History of the New Testament	4
SPN-201	Second-Year Spanish I	4
SPN-202	Second-Year Spanish II	4
SPN-203	Second-Year Spanish III	4
SSC-237	Perspectives on Democracy and Dialogue	4
WR-241	Fiction Writing I	4
WR-244	Fiction Writing II	4
WS-101	Introduction to Women's Studies	4

Other Requirements

Elementary Education Specific Requirements

5 courses

Each public university will accept at least 3 out of the 5 courses as meeting major requirements.

Elementary Education Specific Requirements Course List

~~ED-169~~	~~Overview of Students With Special Needs~~	
~~ED-216~~	~~Foundations of Teaching & Education~~	~~4~~
ED-101	Intro to Education Practicum & Seminar	4
ED-216	Foundations of Teaching & Education	4.00
ED-229	Learning & Development	3.00
ED-258	Culturally Responsive Teaching & Education	3.00
ED-269	Course ED-269 Not Found	3.00

Elective Courses

requirements.One of those 3 must be ED-216 Foundations of Teaching & Education Elementary Education Specific Requirements Course List Elective Courses Recommended: ED-150 Creative Activities for Children or ECE courses

Any college-level course that would bring total credits to 90 credits

Other courses numbered 100 or above may be used in this area, which may include up to 12 credits of career technical courses

Please refer to the Elective Course List for courses that may be included

Notes

All courses must be passed with a C or better

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

Reviewer

Comments

Program Change Request

Date Submitted: 02/29/24 10:10 pm

Viewing: **AAS.EARLYCHILDFAM : Early Childhood Education & Family Studies**

Last approved: 02/08/24 8:05 am

Last edit: 03/20/24 7:20 am

Changes proposed by: Dawn Hendricks (dawn.hendricks)

Catalog Pages Using
this Program

Early Childhood Education & Family Studies, AAS

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

Yes

Approval Path

1. 02/22/24 3:06 pm
   Megan Feagles
   (megan.feagles):
   Approved for
   Curriculum Office
2. 02/22/24 3:14 pm
   Dawn Hendricks
   (dawn.hendricks):
   Approved for EHCJ
   Chair
3. 02/26/24 1:25 pm
   Armetta Burney
   (armetta.burney):
   Approved for DTPS
   Dean
4. 02/27/24 2:54 pm
   Megan Feagles
   (megan.feagles):
   Rollback to Initiator
5. 02/29/24 2:29 pm
   Megan Feagles
   (megan.feagles):
   Rollback to Initiator
6. 03/04/24 7:59 am
   Megan Feagles
   (megan.feagles):

Approved for Curriculum Office

7. 03/13/24 7:30 am Dawn Hendricks (dawn.hendricks): Approved for EHCJ Chair

8. 03/14/24 7:50 pm Armetta Burney (armetta.burney): Approved for DTPS Dean

History

1. Oct 6, 2022 by clmig-kxayasene

2. Jan 5, 2023 by Megan Feagles (megan.feagles)

3. Feb 7, 2023 by Megan Feagles (megan.feagles)

4. Feb 15, 2023 by Megan Feagles (megan.feagles)

5. Feb 15, 2023 by Megan Feagles (megan.feagles)

6. Apr 18, 2023 by Megan Feagles (megan.feagles)

7. Apr 18, 2023 by Megan Feagles (megan.feagles)

8. Jun 5, 2023 by Megan Feagles (megan.feagles)

9. Sep 26, 2023 by Megan Feagles (megan.feagles)

10. Oct 30, 2023 by
    Megan Feagles
    (megan.feagles)
11. Feb 8, 2024 by
    Megan Feagles
    (megan.feagles)

Program Overview

Name of Proposed Program

Early Childhood Education & Family Studies

Program Code   AAS.EARLYCHILDFAM

Award (CCWD)
  AAS Degree (90-108 credits) (AAS)

Type of Program   Associate of Applied Science (AAS)
(CCC)

Educational Focus   Teaching and Education
Area

Effective Catalog   2024-2025
Edition

Career Area   Human Resources

Department   Education, Human Services and Criminal
                Justice

Division   Technology, Applied Science and Public
                Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   19.0708 - Child Care and Support Services
                Management.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	are grounded in an understanding of the developmental period of early childhood from birth through age 8 across developmental domains;
2	understand each child as an individual with unique developmental variations;
3	understand that children learn and develop within relationships and within multiple contexts, including families, cultures, languages, communities, and society;
4	use this multidimensional knowledge to make evidence-based decisions about how to carry out their responsibilities.
5	know about, understand, and value the diversity in family characteristics;
6	use this understanding to create respectful, responsive, reciprocal relationships with families and to engage with them as partners in their young children's development and learning;
7	use community resources to support young children's learning and development and to support children's families, and they build connections between early learning settings, schools, and community organizations and agencies.
8	understand that the primary purpose of assessments is to inform instruction and planning in early learning settings;
9	know how to use observation, documentation, and other appropriate assessment approaches and tools;
10	use screening and assessment tools in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to document developmental progress and promote positive outcomes for each child
11	in partnership with families and professional colleagues, early childhood educators use assessments to document individual children's progress and, based on the findings, to plan learning experiences.
12	understand and demonstrate positive, caring, supportive relationships and interactions as the foundation for their work with young children;
13	understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child;
14	use a broad repertoire of developmentally appropriate and culturally and linguistically relevant, anti-bias, and evidence-based teaching approaches that

		Outcome(s)
		reflect the principles of universal design for learning.
15		understand the central concepts, the methods and tools of inquiry, and the structures in each academic discipline;
16		understand pedagogy, including how young children learn and process information in each discipline, the learning trajectories for each discipline, and how teachers use this knowledge to inform their practice;
17		apply this knowledge using early learning standards and other resources to make decisions about spontaneous and planned learning experiences and about curriculum development, implementation, and evaluation to ensure that learning will be stimulating, challenging, and meaningful to each child.
18		identify and participate as members of the early childhood profession. They serve as informed advocates for young children, for the families of the children in their care, and for the early childhood profession;
19		know and use ethical guidelines and other early childhood professional guidelines;
20		have professional communication skills that effectively support their relationships and work with young children, families, and colleagues;
21		are continuous, collaborative learners who
22		develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

Proposed Curriculum

Plan of Study Grid

First Year

Fall Term

		Credits
ECE-150	Introduction to Early Childhood Education & Family Studies	4
ECE-235	Safety, Health and Nutrition	3
ED-216	Foundations of Teaching & Education	4
FYE-101	First Year Experience Level I	2
WR-121Z	Composition I	4
	Credits	17

Winter Term

ECE-121	Observation and Guidance I in ECE Settings	4
ECE-154	Language & Literacy Development in Young Children	4
HDF-225	Prenatal, Infant & Toddler Development	3
Select one of the following:		4
MTH-050	Technical Mathematics I	

MTH-065	Algebra II	
MTH-098	College Math Foundations	
	Credits	15

Spring Term

ECE-240	Environments and Curriculum Planning	4
ECE-280	Early Childhood Education/CWE	3
ED-258	Culturally Responsive Teaching & Education	3
HDF-247	Preschool Through Adolescent Child Development	3
	Credits	13

Second Year

Fall Term

~~ECE-179~~	~~The Professional in Early Childhood Education and Family Studies~~	~~4~~
ECE-221	Observation & Guidance II in ECE Settings	4
ECE-241	Environments and Curriculum Planning: Infants and Toddlers	3
ED-114	Instructional Strategies for Math	3.00
ED-246	School, Family & Community Relations	4.00
	Credits	14

Winter Term

ECE-291	Practicum II	4
~~ED-169~~	~~Overview of Students With Special Needs~~	~~3~~
ED-254	Instructional Strategies for Dual Language Learners	3
ED-269	Course ED-269 Not Found	3
Electives		4
	Credits	14

Spring Term

ECE-179	The Professional in Early Childhood Education and Family Studies	4.00
ECE-239	Trauma-Informed Practices in Early Care and Education	3
ECE-292	Practicum III	4
~~ED-246~~	~~School, Family & Community Relations~~	~~4~~
HDF-140	Contemporary American Families	3.00
HPE-295	Health & Fitness for Life	3.00
	Credits	17
	Total Credits	90

Electives

~~BA-101~~	~~Introduction to Business~~	~~4~~
BA-101Z	Course BA-101Z Not Found	4.00
BI-101	General Biology; Cellular Biology	4
COMM-111Z	Public Speaking	4
COMM-140	Introduction to Intercultural Communication	4
MTH-105Z	Math in Society	4

PSY-215	Introduction to Developmental Psychology	4
SOC-204	Introduction to Sociology	4
SPN-101	First-Year Spanish I	4
SPN-102	First-Year Spanish II	4
WR-122Z	Composition II	4

All courses must be passed with a C or better

Reviewer
Comments

PSY-215   Introduction to Developmental Psychology   4
SOC-204   Introduction to Sociology   4
SPN-101   First-Year Spanish I   4
SPN-102   First-Year Spanish II   4
WR-122Z   Composition II   4

Program Change Request

Date Submitted: 03/12/24 3:45 pm

Viewing: **CC.EARLYCHILD : Early Childhood Education & Family Studies**

Last approved: 06/05/23 1:26 pm

Last edit: 03/12/24 3:45 pm

Changes proposed by: Dawn Hendricks (dawn.hendricks)

Catalog Pages Using
this Program

[Early Childhood Education & Family Studies, Career Pathway Certificate](#)

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

Yes

History

1. May 11, 2023 by Megan Feagles (megan.feagles)
2. May 11, 2023 by Megan Feagles (megan.feagles)
3. May 11, 2023 by Megan Feagles (megan.feagles)

Program Overview

Name of Proposed Program

Early Childhood Education & Family Studies

Program Code   CC.EARLYCHILD

Award (CCWD)
Career Pathway Certificate (12-44 credits) (CPCC)

Parent Program
Early Childhood Education & Family Studies (AAS.EARLYCHILDFAM)

Type of Program   Certificate of Completion (CC)
(CCC)

Educational Focus   Teaching and Education
Area

Effective Catalog   2024-2025
Edition

Career Area   Human Resources

Department   Education, Human Services and Criminal
                        Justice

Division   Technology, Applied Science and Public
                        Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   19.0708 - Child Care and Support Services
                        Management.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	examine philosophies, approaches, and theories of development related to early childhood;
2	explain how to build collaborative relationships with families, inclusive of their language, culture and context;
3	describe the use of positive guidance strategies that support autonomy and self-regulation in young children;
4	define health and safety state rules and regulations that govern the licensing of early childhood program;
5	demonstrate objective documentation and analysis of children's development and learning;
6	plan developmentally appropriate learning environments and curriculum;
7	describe how to create equitable, inclusive opportunities for learning for diverse children and families.

Proposed Curriculum

Plan of Study Grid

Fall Term	Credits
ECE-150 Introduction to Early Childhood Education & Family Studies	4
ECE-235 Safety, Health and Nutrition	3
ED-246 School, Family & Community Relations	4.00
Credits	11
Winter Term	
ECE-121 Observation and Guidance I in ECE Settings	4
ECE-154 Language & Literacy Development in Young Children	4
HDF-225 Prenatal, Infant & Toddler Development	3
Credits	11
Spring Term	
ECE-240 Environments and Curriculum Planning	4
ECE-280 Early Childhood Education/CWE	3
~~ED-246 School, Family & Community Relations~~	~~4~~
ED-258 Culturally Responsive Teaching & Education	3
Credits	10
Total Credits	32

All courses must be passed with a C or better

Reviewer
Comments

Related Instruction

Course	Title	Related Instruction Area
FRP-255	Physical Fitness and Nutrition for First Responders	Physical Education/Health/Safety/First Aid
HE-163	Body & Drugs I: Introduction to Abuse & Addiction	Physical Education/Health/Safety/First Aid
HE-164	Body & Drugs II: Alcohol	Physical Education/Health/Safety/First Aid
HOR-115	Horticulture Safety	Physical Education/Health/Safety/First Aid

FRP-255: PHYSICAL FITNESS AND NUTRITION FOR FIRST RESPONDERS

History

1. Feb 15, 2024 by Megan Feagles (megan.feagles)
2. Mar 2, 2024 by Jordan Gulley (jordan.gulley)

Viewing: FRP-255 : Physical Fitness and Nutrition for First Responders
Last approved: Sat, 02 Mar 2024 11:50:23 GMT
Last edit: Thu, 15 Feb 2024 18:18:06 GMT

Are you the Faculty Contact Person?
Yes

Course Prefix
FRP - Fire Science (Wildland)

Course Number
255

Department
Wildland Fire

Division
Technology, Applied Science and Public Services (TAPS)

Course Title
Physical Fitness and Nutrition for First Responders

Grading

Grade Scheme
Standard (STND)

Credit Type
Credit Course

Allow Pass/No Pass
Yes

Only Pass/No Pass
No

Audit
No

Min Credit
2.00

Variable Credit
No

Contact hours

Lec/Lab
44.00

Total
44

Proposed Effective Term
Spring 2024

Course Description
This course will assist the student in meeting the physical fitness requirements for work in firefighting, and emergency medical services. Includes individual conditioning strategies, nutritional guidelines, basic exercise principles, pre-employment and lifelong fitness and conditioning. The course will prepare students for activities like the Candidate Physical Abilities Test (CPAT), work capacity test and other physical ability tests required for first responders. May be repeated for up to 6 credits.

Type of Course (ACTI Code)
210 - Career Technical Preparatory

Is this class challengeable?
No

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

Up to how many credits can this course be repeated to satisfy a degree requirement?
6

Course Requisites

Required

Recommended

Non-Course Requisites

Required
Complete a physical performed by a licensed physician prior to attending

Recommended
Have adequate outdoor exercise attire and be prepared for arduous physical activity

Is Student Petition required?
No

Show course in Schedule
Print in Schedule

Hide course in catalog
No

When do you plan to offer this course?
Fall/Winter/Spring

Will this class use library resources?
No

Course Certifications

Is this a Related Instruction course?
Yes

Related Instruction Area
Physical Education/Health/Safety/First Aid

Are you going to seek General Education Certification after course approval?
No

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	design and apply a lifelong personal fitness and nutrition program to improve personal physical condition and wellness, to meet the physical requirements of structural and wildland firefighting, and emergency medical services tasks;
2	apply skills related to the physical and mental aspects of performance required as a first responder;
3	apply decision-making skills related to health and fitness to improve performance, productivity, and quality of life in the workplace;
4	adjust and adapt physically and mentally to environmental factors present (e.g., protective clothing, equipment) and tasks involved in responding to emergencies.

Major Topic Outline

1. Physical requirements of first responders. 2. Exercise principles and physiology. 3. Physical fitness including; flexibility, aerobic conditioning, muscular strength and muscular endurance. 4. Nutrition for arduous activity. 5. Injury prevention. 6. Physical effects of environment. 7. Proper exercise techniques. 8. Mental aspects of performance.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course

0

Key: 783

HE-163: BODY & DRUGS I: INTRODUCTION TO ABUSE & ADDICTION

History

1. Sep 15, 2023 by Megan Feagles (megan.feagles)
2. Feb 17, 2024 by Tracy Nelson (tracyn)

Viewing: HE-163 : Body & Drugs I: Introduction to Abuse & Addiction
Last approved: Sat, 17 Feb 2024 11:56:17 GMT
Last edit: Tue, 06 Feb 2024 19:16:37 GMT

Are you the Faculty Contact Person?

No

Faculty Contact Email

timp@clackamas.edu

Course Prefix

HE - Health

Course Number

163

Department

Health/Physical Education/Athletics

Division

Academic Foundations and Connections (AFAC)

Course Title

Body & Drugs I: Introduction to Abuse & Addiction

Grading

Grade Scheme
Standard (STND)

Credit Type
Credit Course

Allow Pass/No Pass

Yes

Only Pass/No Pass

No

Audit

Yes

Min Credit

3.00

Variable Credit

No

Contact hours

Lecture

33.00

Total
33

Proposed Effective Term
Summer 2024

Course Description
The first of a four-course sequence, this course examines the history of the use of addictive drugs, the definition of addiction, psychosocial and neurobiological causes of drug and behavioral addiction, addictive drug classifications, and the history of/ introduction to addiction treatment, and access and utilize effective resources to improve and maintain mental and physical wellbeing.

Type of Course (ACTI Code)
100 - Lower Division Collegiate

Select at least one of the following:
Elective Only

Is this class challengeable?
No

Can this course be repeated for credit in a degree?
No

Course Requisites

Required

Recommended

Non-Course Requisites

Is Student Petition required?
No

Show course in Schedule
Print in Schedule

Hide course in catalog
No

When do you plan to offer this course?
Summer/Fall/Winter/Spring

Will this class use library resources?
Yes

Have you talked with a librarian regarding that impact?
No

Course Certifications

Is this a Related Instruction course?
Yes

Related Instruction Area
Physical Education/Health/Safety/First Aid

Are you going to seek General Education Certification after course approval?
No

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	summarize five historical themes of drug use across all cultures;
2	describe the continuum of drug use;
3	discuss the five main routes of administration of drugs;
4	identify and explain the process of neurophysiological addiction;
5	summarize the history of addiction treatment;
6	access and utilize effective resources to improve and maintain mental and physical well being.

Major Topic Outline

1. Brief history of alcohol and drug use. 2. Definition and categories of psychoactive drugs. 3. Classification of psychoactive drugs. 4. Overview of physiology/neurobiology of addiction. 5. History of addiction treatment.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course

0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

How does it transfer?

general elective

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

How does it transfer?

general elective

OUS school to which the course will transfer

OSU - Oregon State University

How does it transfer?

general elective

OUS school to which the course will transfer

OSU-C - OSU-Cascade

How does it transfer?
general elective

OUS school to which the course will transfer
PSU - Portland State University

How does it transfer?
general elective

OUS school to which the course will transfer
SOU - Southern Oregon University

How does it transfer?
general elective

OUS school to which the course will transfer
UO - University of Oregon

How does it transfer?
general elective

OUS school to which the course will transfer
WOU - Western Oregon University

How does it transfer?
general elective

Key: 909

HE-164: BODY & DRUGS II: ALCOHOL

History

1. Sep 15, 2023 by Megan Feagles (megan.feagles)
2. Feb 17, 2024 by Tracy Nelson (tracyn)

Viewing: HE-164 : Body & Drugs II: Alcohol
Last approved: Sat, 17 Feb 2024 11:56:18 GMT
Last edit: Tue, 06 Feb 2024 19:16:06 GMT

Are you the Faculty Contact Person?
No

Faculty Contact Email
timp@clackamas.edu

Course Prefix
HE - Health

Course Number
164

Department
Health/Physical Education/Athletics

Division
Academic Foundations and Connections (AFAC)

Course Title
Body & Drugs II: Alcohol

Grading

Grade Scheme
Standard (STND)

Credit Type
Credit Course

Allow Pass/No Pass
Yes

Only Pass/No Pass
No

Audit
Yes

Min Credit
3.00

Variable Credit
No

Contact hours

Lecture
33.00

Total
33

Proposed Effective Term
Summer 2024

Course Description
The second of a four-course offering. Covers beverage alcohol as a drug, the history of alcohol use/abuse, physiological and psychological effects of alcohol use on the user, and the impact of that use on those around the user and on society at large, access and utilize effective resources to improve and maintain mental and physical wellbeing.

Type of Course (ACTI Code)
100 - Lower Division Collegiate

Select at least one of the following:
Elective Only

Is this class challengeable?
No

Can this course be repeated for credit in a degree?
No

Course Requisites

Required

Prerequisites
HE-163

Recommended

Non-Course Requisites

Is Student Petition required?
No

Show course in Schedule
Print in Schedule

Hide course in catalog
No

When do you plan to offer this course?
Not Offered Every Term

Will this class use library resources?
Yes

Have you talked with a librarian regarding that impact?
No

Course Certifications

Is this a Related Instruction course?
Yes

Related Instruction Area
Physical Education/Health/Safety/First Aid

Are you going to seek General Education Certification after course approval?
No

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	describe the three basic categories of beverage alcohol;
2	summarize the history of alcohol use;
3	summarize direct and/or indirect consequences of alcohol consumption on the major physiological systems of the body;
4	access and utilize effective resources to improve and maintain mental and physical well being.

Major Topic Outline

1. History of alcohol use. 2. Personal and societal costs of alcohol abuse. 3. Types of alcohol. 4. Physiological effects of alcohol consumption.

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course

0

Course Transferability

OUS school to which the course will transfer

EOU - Eastern Oregon University

How does it transfer?

general elective

OUS school to which the course will transfer

OIT - Oregon Institute of Technology

How does it transfer?

general elective

OUS school to which the course will transfer

OSU - Oregon State University

How does it transfer?

general elective

OUS school to which the course will transfer

OSU-C - OSU-Cascade

How does it transfer?
general elective

OUS school to which the course will transfer
PSU - Portland State University

How does it transfer?
general elective

OUS school to which the course will transfer
SOU - Southern Oregon University

How does it transfer?
general elective

OUS school to which the course will transfer
UO - University of Oregon

How does it transfer?
general elective

OUS school to which the course will transfer
WOU - Western Oregon University

How does it transfer?
general elective

Key: 910

HOR-115: HORTICULTURE SAFETY

History

1. Nov 7, 2023 by Megan Feagles (megan.feagles)
2. Mar 2, 2024 by April Chastain (april.chastain)

Viewing: HOR-115 : Horticulture Safety
Last approved: Sat, 02 Mar 2024 11:50:25 GMT
Last edit: Sun, 12 Nov 2023 23:53:18 GMT

Are you the Faculty Contact Person?
No

Faculty Contact Email
jimwp@clackamas.edu

Course Prefix
HOR - Horticulture/Arboriculture/Landscape/Organic Farming

Course Number
115

Department
Horticulture

Division
Arts and Sciences

Course Title
Horticulture Safety

Grading

Grade Scheme
Standard (STND)

Credit Type
Credit Course

Allow Pass/No Pass
Yes

Only Pass/No Pass
No

Audit
Yes

Min Credit
1.00

Variable Credit
No

Contact hours

Lecture
10.00

Total
10

Proposed Effective Term
Winter 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.
Yes

Course Description
Introduction to situational awareness and safe practices in the horticulture workplace to reduce the risk or chance for accidents and injuries.

Type of Course (ACTI Code)
210 - Career Technical Preparatory

Is this class challengeable?
Yes

Can this course be repeated for credit in a degree?
No

Course Requisites

Required

Recommended

Non-Course Requisites

Is Student Petition required?
No

Show course in Schedule
Print in Schedule

Hide course in catalog
No

When do you plan to offer this course?
Fall

Will this class use library resources?
No

Course Certifications

Is this a Related Instruction course?
Yes

Related Instruction Area
Physical Education/Health/Safety/First Aid

Are you going to seek General Education Certification after course approval?
No

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	compare and contrast options for personal protective equipment and preventative measures to reduce risk of injury based on task and environment;
2	explain situational awareness as it relates to safe work practices;

3	describe the training process for working with complex machinery and discuss the differences between an amateur and a professional;
4	explain how to safely work around electricity, and what to do in the event of fire;
5	explain how to safely work with pesticides, fertilizers and other horticultural chemicals.

Major Topic Outline

1. Situational awareness
2. Role of regulatory agencies
3. Laws vs recommendations
4. Risk and liability
5. Common injuries and fatalities at work
6. Vehicular safety
7. Mental health and safety
8. Musculoskeletal disorders
9. Ergonomic movement
10. Avoiding slips, trips, and falls
11. Personal Protection Equipment (PPE)
12. Basics of chemical handling
13. Working in a team safely
14. Machinery and tool safety
15. Electricity and fire safety
16. Weather and natural hazards

Green Course Management

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

Increased Energy Efficiency
No

Produce Renewable Energy
No

Prevent Environmental Degradation
No

Clean up Natural Environment
No

Supports Green Services
Yes

Percent of Course
25

Key: 928

Course Number	Title	Implementation
ART-294	Introduction to Water Media	2024/SU

Course Change Request

New Course Proposal

Date Submitted: 03/05/24 1:14 pm

Viewing: **ART-294 : Introduction to Water Media**

Last edit: 03/05/24 1:16 pm

Changes proposed by: Nora Brodnicki (norab)

Is Topic Shell Course?

Are you the Faculty Contact Person?

	Yes
Course Prefix	ART - Art
Course Number	294
Department	Art
Division	Arts and Sciences
Course Title	
Introduction to Water Media	

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes

Only Pass/No Pass	No
Audit	Yes
Min Credit	2.00
Variable Credit	No

Contact hours

Lecture	
Lec/Lab	44.00
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	44
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

Course Description

Explores the basic techniques and uses of watercolor, gouache, and other water-based media with attention to the unique characteristics of water media. Collage, abstraction and mixed media may be included as well as work with water-soluble pencils and crayons. Lectures on historic uses of these media and discussions as well as experiments with the aesthetic possibilities for layering, transparencies and presentation.

Type of Course (ACTI Code)

100 - Lower Division Collegiate

Select at least one of the following:

Elective Only

Reason for the Proposal

We have offered this as a one-credit summer course (ART-199). Student evaluations indicate that they wish it was a 2-4 credit course so they have more time to explore water media.

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
  ART-115 or ART-131 or Student Petition

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Not Offered Every Year

Will this class use library resources?

No

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	create work with water media that demonstrates skill with materials and techniques;
2	demonstrate use of design principles such as color theory, line, value, texture, & composition;
3	demonstrate proficiency with water media techniques;
4	participate in self and group critique.

Major Topic Outline
 1. Color chart with personal palette
 2. Brush strokes & techniques (Wet on wet; Wet on dry; Dry on dry; Blending, Charging into wet, Blooming, Wax resist, Salt, etc.)
 3. Neutralized colors
 4. Glazes
 5. Values with ink: Shapes-cone, cube, cylinder, etc.
 6. Collage & Value

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Course Number	Title	Implementation
MA-135	Communications and Ethical Practices in Healthcare Settings	2024/SU

Course Change Request

A deleted record cannot be edited

Course Inactivation Proposal

Date Submitted: 02/05/24 8:09 am

Viewing: **MA-135 : Communications and Ethical Practices in Healthcare Settings**

Last approved: 11/04/23 4:53 am

Last edit: 02/05/24 8:10 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages
referencing this
course

Medical Assistant (MA)

Justification for this
inactivation request

Changing the prefix from MA (Medical Assistant) to HP (Health Professions) makes sense as the course is a "general" health science course supporting student exploring health professions and entry level CTE programs.

Is Topic Shell Course?

Are you the Faculty Contact Person?

Approval Path

1. 02/05/24 8:12 am Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/05/24 8:13 am Armetta Burney (armetta.burney): Approved for DTPS Dean

History

1. Nov 4, 2023 by Megan Feagles (megan.feagles)

Course Prefix	MA - Medical Assistant
Course Number	135
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	Communications and Ethical Practices in Healthcare Settings

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course
Allow Pass/No Pass	Yes
Only Pass/No Pass	No
Audit	No
Min Credit	3.00
Variable Credit	No

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	

Community Education/Adult

Total 33

Proposed Effective Term Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

This course will introduce students to a variety of communication styles, situational coping skills, and, legal and ethical skills necessary for patient interactions in a front office/receptionist entry-level position. Also covered is utilizing an Electronic Health Record computer system to complete front desk tasks, such as written communication, registering, and scheduling patients.

Type of Course (ACTI Code)

210 - Career Technical Preparatory

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in
Schedule

Print in Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

~~No~~

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	demonstrate appointment scheduling and patient registration in an electronic health record;
2	demonstrate how to compose or edit letters that apply to situations in medical front offices;
3	describe coping skills used to resist stress factors in the work environment;
4	explain the importance of the communications cycle in a front desk healthcare setting;
5	identify laws that pertain to the role of the medical front office receptionist employee.

Major Topic Outline

1. Introduction to patient and co-worker communications in a healthcare setting 2. Coping skills for healthcare workers 3. De-escalation training 4. Electronic health records: creation, editing and maintenance 5. Ethical decision making in healthcare situations 6. Legal considerations for front desk healthcare workers 7. Social determinants of health

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Megan Feagles (megan.feagles) (02/05/24 10:17 am): hold for new HP-130. hold for Healthcare Career CC changes

Megan Feagles (megan.feagles) (02/07/24 12:31 pm): hold for Healthcare Careers CC

New Courses

Course Number	Title	Implementation
HP-120	Introduction to Health Sciences	2024/SU
HP-130	Communications and Ethical Practices in Healthcare Settings	2024/SU

Course Change Request

New Course Proposal

Date Submitted: 01/30/24 2:14 pm

Viewing: **HP-120 : Introduction to Health Sciences**

Last edit: 01/30/24 2:20 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Programs
referencing this
course

CC.HLTHCAREERS: Healthcare Careers

Is Topic Shell Course?

Are you the Faculty Contact Person?

Yes

Course Prefix	HP - Health Professions
Course Number	120
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)

Course Title

Introduction to Health Sciences

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course

Allow Pass/No Pass	No
Audit	No
Min Credit	3.00
Variable Credit	No

Contact hours

Lecture	33.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	33
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Yes

Course Description

This course introduces students to Career Technical Education (CTE) Programs within Health Professions and prepares students for next steps in applying for competitive program entry.

Type of Course (ACTI Code)

Reason for the Proposal

new EFA exploratory course for Health Sciences

additional course to the Healthcare Careers Certificate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites

WRD-098 or placement in WR-101

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Not Offered Every Term

Will this class use library resources?

No

<div style="border:1px solid #ccc;padding:10px;">

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

</div>

Equivalent Courses

Equivalent Active Courses

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	explore career technical education (CTE) programs within health professions;
2	summarize the necessary knowledge, skills, and abilities of a healthcare professional;
3	identify postsecondary education training requirements for Health Science Programs and summarize academic and non-academic requirements for program entry;
4	develop an academic plan and prepare for next steps in applying for program entry.

Major Topic Outline

Training requirements, employment opportunities, job growth as it pertains to the following

CTE Programs: Medical Assistant Program, Dental Assistant Program, Medical Billing and Coding Program, Phlebotomy Program, EMT Program, Nursing Assistant Program

OHA rules for students in clinical training

Application process for Health Science programs

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Megan Feagles (megan.feagles) (02/07/24 12:31 pm): hold for Healthcare Careers CC

Key: 4391

Course Change Request

New Course Proposal

Date Submitted: 02/05/24 8:08 am

Viewing: **HP-130 : Communications and Ethical Practices in Healthcare Settings**

Last edit: 02/26/24 2:14 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Programs
referencing this
course
  CC.HLTHCAREERS: Healthcare Careers

Is Topic Shell Course?

Are you the Faculty Contact Person?	
	Yes
Course Prefix	HP - Health Professions
Course Number	130
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Course Title	
Communications and Ethical Practices in Healthcare Settings	

Grading

Grade Scheme	Standard (STND)
Credit Type	Credit Course

Allow Pass/No Pass	No
Audit	No
Min Credit	2.00
Variable Credit	No

Contact hours

Lecture	22.00
Lec/Lab	
Lab	
Activity	
Clinical	
Field	
CWE Seminar	
CPR	
Seminar	
Community Education/Drivers Ed	
Community Education/Adult	
Total	22
Proposed Effective Term	Summer 2024

I acknowledge that this course, for the average student, will be a time commitment of 3 hours per week per credit in combination of in-class and out-of-class activity.

Course Description

This course will introduce the student to a variety of communications and foundational aspects of patient care of the healthcare professional. Students will be exposed to Electronic Health Records, the importance of documentation and study pertinent laws in a healthcare setting.

Type of Course (ACTI Code)

210 - Career Technical Preparatory

Reason for the Proposal

Changing the prefix from MA (Medical Assistant) to HP (Health Professions) makes sense as the course is a "general" health science course supporting student exploring health professions and entry-level CTE programs. Changing from 3 credits to 2 credits allows the curriculum to focus on electronic records and patient communication. We reworked the learning outcomes and the credit decrease reflects those changes.
This course is part of the Healthcare Careers Certi ficate.

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Course Requisites

Required

Prerequisites
  WRD-098 or placement into WR-101

Corequisites

Prerequisites or Corequisites

Recommended

Prerequisites

Corequisites

Prerequisites or Corequisites

Non-Course Requisites

Required

Recommended

Is Student Petition required?

No

Show course in   Print in Schedule
Schedule

Hide course in catalog

No

When do you plan to offer this course?

Winter

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

Yes

Course Certifications

Is this a Related Instruction course?

No

Are you going to seek General Education Certification after course approval?

No

General Education Outcome(s)

Equivalent Courses

Equivalent Active Courses

MA-135 - Communications and Ethical Practices in
Healthcare Settings

Equivalent Inactive Courses

Student Learning Outcomes

Student Learning Outcomes

	Upon successful completion of this course, students should be able to:
1	demonstrate data entry and navigation within an Electronic Health Record (EHR);
2	identify laws & ethical decision making that pertain to the healthcare worker;
3	explain patient care basics in communication, such as active listening;
4	describe de-escalation activities as it relates to patient and team communication.

Major Topic Outline
1. Introduction to patient and co-worker communications in a healthcare setting
2. Coping skills for healthcare workers
3. De-escalation training
4. Electronic Health Records (EHR) - creation, maintenance, & navigation in an EHR
5. Legal and ethical considerations for healthcare workers
6. Social determinants of health
7. Written communication in a healthcare setting

Green Course Management

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

Increased Energy Efficiency

No

Produce Renewable Energy

No

Prevent Environmental Degradation

No

Clean up Natural Environment

No

Supports Green Services

No

Percent of Course   0

Course Transferability

Please attach documentation

Reviewer Comments

Program	Implementation
Emergency Management Professional AAS	2024/SU
Emergency Medical Technology CC	2024/SU
Medical Assistant CC	2024/SU
Medical Billing and Coding CC	2024/SU
EFA, Health Professions	2024/SU
Healthcare Careers CC	2024/SU

Program Change Request

Date Submitted: 03/01/24 8:34 am

Viewing: **AAS.EMP : Emergency Management Professional**

Last approved: 02/06/24 9:35 am

Last edit: 03/01/24 10:09 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
[Emergency Management Professional, AAS](#)

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

Yes

Program Overview

Name of Proposed Program

Emergency Management Professional

Program Code   AAS.EMP

Award (CCWD)
  AAS Degree (90-108 credits) (AAS)

Type of Program   Associate of Applied Science (AAS)
(CCC)

Educational Focus   Natural Resources
Area

Effective Catalog   2024-2025
Edition

Career Area   Business and Management

Department   Emergency Management/GIS

Division   Technology, Applied Science and Public
                    Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   43.0302 - Crisis/Emergency/Disaster
                    Management.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	demonstrate critical thinking to identify and reduce disaster risk through a proactive, anticipatory and innovative approach for guiding public policy and the application of homeland security and emergency management framework and principles;
2	identify the social determinants of risk, as both the risks for and the effects of disasters are socially produced;
3	demonstrate knowledge in scientific processes, geographic configurations, social-cultural issues and interdependent relationships as they pertain to emergency management;
4	explain communication and facilitation modes including evolving technologies and methods for disaster risk awareness, assessment, measurement and reduction for a broad spectrum of stakeholders;
5	identify civic and legal processes, ethical considerations, policies and politics important in Emergency Management;
6	develop an individual learning development plan.

Proposed Curriculum

Plan of Study Grid

First Year

Fall Term		Credits
EMP-201	Introduction to Homeland Security and Emergency Management	4
EMP-202	Threat and Hazard Assessment for Emergency Management Professionals	3
EMP-204	Foundations of Emergency Planning	4
Computation requirement		4
	Credits	15
Winter Term		
COMM-218Z	Interpersonal Communication	4
EMP-206	Hazard Mitigation	3
EMP-208	Disaster Response and Recovery	4
EMP-222	Terrorism Awareness and Response	2

EMP-224	Science of Disasters	2
	Credits	15
Spring Term		
EMP-210	Developing and Managing Volunteer Resources	4
EMP-212	Public Health and Medical Emergency Management	3
EMP-214	Technology in Emergency Management	4
EMP-216	Emergency Management Laws and Ethics	2
Elective (100 level or above) [1]		2-4
	Credits	15-17
Second Year		
Fall Term		
EMP-218	Public Information Officer and External Affairs	2
GIS-101	Principles of Geospatial Technology	2
WR-227Z	Technical Writing	4
Focus Area Courses		7
	Credits	15
Winter Term		
COMM-140	Introduction to Intercultural Communication	4
EMP-220	Introduction to Emergency Management Public Administration and Policy	2
Focus Area Courses		9
	Credits	15
Spring Term		
EMP-226	Business Continuity Fundamentals	4
PE/Health/Safety/First Aid requirement		1
Focus Area Courses		10
	Credits	15
	Total Credits	90-92

[1]
Students who have not satisfied WR-121Z Composition I or equivalent should take it in spring term.

Focus Areas

Complete all courses from one of the following Focus Areas

Wildland Fire

FRP-130	Introduction to Wildland Firefighting (S-130/S-190/ICS-100/IS-700/L-180)	2
FRP-131	Advanced Firefighter Training (S-131/S-133)	1
FRP-200	Basic Incident Command System (I-100, I-200, IS-700, IS-800)	4
FRP-211	Portable Pumps and Water Use (S-211)	2
FRP-244	Wilderness II: Basic Land Navigation (S-244)	3
FRP-246	Wilderness IV: Backcountry CPR/First Aid/AED	2
FRP-249	Followership to Leadership (L-280)	2

FRP-250	Wilderness VI: Basic Tool Use and Care	1
FRP-270	Basic Air Operations (S-270)	1
FRP-294	Intermediate Incident Command System (I-300)	2
Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program		6

Emergency Medical Technician

BI-231	Human Anatomy & Physiology I	4
EMT-101	Emergency Medical Technician Part I	6
EMT-102	Emergency Medical Technician Part II	6
EMT-105	Introduction to Emergency Medical Services	3
EMT-109	Emergency Response Communication/Documentation	2
~~MA-110~~	~~Medical Terminology~~	~~4~~
HP-110	Course HP-110 Not Found	4
Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program		1

Management

BA-120	Project Management Fundamentals	4.00
BA-123	Leadership & Motivation	3
BA-223	Principles of Marketing	4
BA-224	Human Resource Management	4
BA-251	Supervisory Management	3
PSY-101	Human Relations	3
Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program		5

Fire Service Administration

FRP-200	Basic Incident Command System (I-100, I-200, IS-700, IS-800)	4
FST-202	Principles of Emergency Services	3
FST-204	Fire Protection Systems	3
FST-206	Fire Behavior and Combustion	3
FST-212	Fire Prevention	3
FST-214	Building Construction for Fire Protection	3
FST-216	Principles of Fire and Emergency Services Safety and Survival	3
Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program		4

Geographic Information Systems (GIS)

BA-120	Project Management Fundamentals	4
GEO-100	Introduction to Physical Geography	4
GIS-101	Principles of Geospatial Technology	2
GIS-201	Introduction to Geographic Information Systems	3
GIS-202	Intermediate Geographic Information Systems	3
GIS-205	Cartography and Map Making	3

GIS-232	Data Collection & Application	2
GIS-238	GIS Web Mapping and Services	2

Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program 3

Criminal Justice

CJA-101	Criminology	4
CJA-110	Introduction to Law Enforcement	3
CJA-122	Criminal Law	4
PSY-219	Introduction to Abnormal Psychology	4
SOC-204	Introduction to Sociology	4

Any BA, CJA, EC, EMP, EMT, FRP, GIS, or HS course not included in the program 7

Reviewer

Comments

Key: 71

Program Change Request

Date Submitted: 02/05/24 3:27 pm

Viewing: **CC.EMT : Emergency Medical Technology**

Last approved: 10/24/23 11:07 am

Last edit: 03/11/24 12:41 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
Emergency Medical Technology, Certificate

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

No

Approval Path

1. 02/06/24 8:45 am Megan Feagles (megan.feagles): Approved for Curriculum Office
2. 02/21/24 11:14 am Virginia Chambers (virginia.chambers): Approved for HTHS Chair
3. 02/21/24 2:27 pm Armetta Burney (armetta.burney): Approved for DTPS Dean

History

1. Oct 6, 2022 by clmig-kxayasene
2. Feb 14, 2023 by Megan Feagles (megan.feagles)
3. Apr 18, 2023 by Megan Feagles (megan.feagles)

Faculty Contact Email

tanas@clackamas.edu

Program Overview

Name of Proposed Program

Emergency Medical Technology

Program Code   CC.EMT

Award (CCWD)
  Certificate (45-60 credits) (CC1)

Type of Program   Certificate of Completion (CC)
(CCC)

Educational Focus   Health Professions
Area

Effective Catalog   2024-2025
Edition

Career Area   Health Services

Department   Health Sciences

Division   Technology, Applied Science and Public
                      Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   51.0904 - Emergency Medical
                      Technology/Technician (EMT Paramedic).

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	effectively apply the basic elements of a prehospital patient assessment to a variety of common types of acute and non-acute patient conditions and safely perform interventions within the EMT scope of practice;
2	make care decisions that are logically supported and modified in accordance with clinical knowledge, standing orders and nationally recognized standards of care;
3	apply their understanding of the EMS system, systems of care, and operational knowledge in assuring safe and effective practices supporting patient care;
4	integrate the principles of therapeutic communication and cultural sensitivity into a variety of patient encounters;
5	conduct oneself in a manner that is consistent with professional standards and ethics;
6	engage in ongoing development to improve self and practice.

Proposed Curriculum

Plan of Study Grid

Fall Term		Credits
BI-231	Human Anatomy & Physiology I	4
EMT-105	Introduction to Emergency Medical Services	3
~~MA-110~~	~~Medical Terminology~~	~~4~~
HP-110	Course HP-110 Not Found	4.00
MTH-065	Algebra II	4
WR-121Z	Composition I	4
	Credits	19
Winter Term		
BI-232	Human Anatomy & Physiology II	4
CJA-203	Crisis Intervention	3
COMM-111Z	Public Speaking	4
EMT-101	Emergency Medical Technician Part I	6
	Credits	17
Spring Term		

BI-233	Human Anatomy & Physiology III	4
EMT-102	Emergency Medical Technician Part II	6
EMT-109	Emergency Response Communication/Documentation	2
PSY-101	Human Relations	3
	Credits	15
	Total Credits	51

Required: Criminal history background check, proof of immunization, and drug test arranged by the department

Reviewer
Comments

Program Change Request

Date Submitted: 03/19/24 7:36 am

Viewing: **CC.MEDASST : Medical Assistant**

Last approved: 03/19/24 7:23 am

Last edit: 03/19/24 7:36 am

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
  Medical Assistant, Certificate

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

Yes

Approval Path

1. 03/19/24 7:55 am
   Megan Feagles
   (megan.feagles):
   Approved for
   Curriculum Office
2. 03/19/24 12:11 pm
   Virginia Chambers
   (virginia.chambers):
   Approved for HTHS
   Chair
3. 03/19/24 7:13 pm
   Armetta Burney
   (armetta.burney):
   Approved for DTPS
   Dean

History

1. Oct 6, 2022 by
   clmig-kxayasene
2. Feb 6, 2023 by
   Megan Feagles
   (megan.feagles)
3. Feb 14, 2023 by
   Megan Feagles
   (megan.feagles)

Program Overview

Name of Proposed Program

Medical Assistant

Program Code   CC.MEDASST

Award (CCWD)
  Certificate (45-60 credits) (CC1)

Type of Program (CCC)	Certificate of Completion (CC)
Educational Focus Area	Health Professions
Effective Catalog Edition	2024-2025
Career Area	Health Services
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Other locations (institutions) this Program will be offered	
CIP Code	51.0801 - Medical/Clinical Assistant.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	demonstrate entry level employment skills (psychomotor/affective);
2	demonstrate knowledge of medical assistant concepts (cognitive);
3	communicate relevant patient information concisely and accurately;
4	apply infection controls (medical/surgical), safety and bloodborne pathogen principles and techniques to the practice of medical assisting;
5	apply medical laws and ethical principles to the practice of medical assisting;
6	calculate and administer medications: oral and parenteral;
7	describe the structure, function and organization of the human body across the lifespan.

Proposed Curriculum

Prerequisites to Acceptance

Select one of the following: 4.00

   BI-120   Introduction to Human Anatomy and Physiology

   BI-101   General Biology; Cellular Biology

     & BI-102   and General Biology; Animal Systems

   BI-231   Human Anatomy & Physiology I

     & BI-232   and Human Anatomy & Physiology II

     & BI-233   and Human Anatomy & Physiology III

~~MA-110~~   ~~Medical Terminology~~   ~~4.00~~

HP-110   Course HP-110 Not Found   4.00

Select one of the following: 4.00

   MTH-050   Technical Mathematics I

   MTH-065   Algebra II

   Higher Level Math or Statistics

WR-121Z   Composition I (Recommended) 4.00

or WR-101   Workplace Writing

Plan of Study Grid

Fall Term	Credits
MA-150 Medical Office Practices	4.00
MA-152 Examination Room Techniques I	3.00
MA-152L Examination Room Techniques I Lab	1.00
MA-154 Body Systems and Pharmacology	4.00
MA-158 Seminar I	2.00
PSY-101 Human Relations	3.00
Credits	17
Winter Term	
MA-156 Phlebotomy I	1.00
MA-156L Phlebotomy I Lab	1.00
MA-160 Insurance & Health Information Management	3.00
MA-162 Examination Room Techniques II	3.00
MA-162L Examination Room Techniques Lab II	1.00
MA-164 Clinical Lab Procedures I	1.00
MA-164L Clinical Lab Procedures I Lab	1.00
MA-168 Seminar II	2.00
Credits	13
Spring Term	
Weeks 1-5	
MA-166 Phlebotomy II	1.00
MA-166L Phlebotomy II Lab	1.00
MA-174 Clinical Lab Procedures II	1.00

| MA-174L | Clinical Lab Procedures II Lab | 1.00 |
| MA-188 | Certification Exam Review | 2.00 |

Weeks 6-11

MA-178	Medical Assistant Practicum	9.00
	Credits	15
	Total Credits	45

All courses must be passed with a C or better

Reviewer

Comments

MA-174L Clinical Lab Procedures II Lab

MA-188 Certification Exam Review

Program Change Request

Date Submitted: 02/05/24 3:23 pm

Viewing: **CC.MEDBILLCODE : Medical Billing and Coding**

Last approved: 02/02/24 9:55 am

Last edit: 03/11/24 12:41 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
   Medical Billing and Coding, Certificate

Change Type

College Council Review

No

Program Contact Information

Are you the Faculty Contact Person?

No

Approval Path

1. 02/06/24 8:45 am
   Megan Feagles
   (megan.feagles):
   Approved for
   Curriculum Office
2. 02/21/24 11:14 am
   Virginia Chambers
   (virginia.chambers):
   Approved for HTHS
   Chair
3. 02/21/24 2:27 pm
   Armetta Burney
   (armetta.burney):
   Approved for DTPS
   Dean

History

1. Oct 6, 2022 by
   clmig-kxayasene
2. Apr 18, 2023 by
   Megan Feagles
   (megan.feagles)
3. Jun 5, 2023 by
   Megan Feagles
   (megan.feagles)

Faculty Contact Email

cindy.garner@clackamas.edu

Program Overview

Name of Proposed Program

Medical Billing and Coding

Program Code   CC.MEDBILLCODE

Award (CCWD)
Certificate (36-44 credits) (CC0.)

Type of Program   Certificate of Completion (CC)
(CCC)

Educational Focus   Health Professions
Area

Effective Catalog   2024-2025
Edition

Career Area   Health Services

Department   Health Sciences

Division   Technology, Applied Science and Public
Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   51.0713 - Medical Insurance Coding
Specialist/Coder.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	perform medical insurance billing, including producing claims and making changes to claims;
2	apply coding and billing guidelines and laws;
3	analyze insurance reimbursement forms to ensure insurance companies have paid accurately;
4	post payments/adjustments to patient accounts;
5	explain provider chart notes and code patient visits accurately for billing;
6	communicate with providers and patients about billing and coding;
7	describe healthcare laws that pertain to medical billing and coding;
8	maintain confidentiality and security of patient data.

Proposed Curriculum

Program Requisites

Select one of the following:		4.00
BI-120	Introduction to Human Anatomy and Physiology	
BI-231	Human Anatomy & Physiology I	
& BI-232	and Human Anatomy & Physiology II	
& BI-233	and Human Anatomy & Physiology III	
~~MA-110~~	~~Medical Terminology~~	~~4~~
HP-110	Course HP-110 Not Found	4.00
WR-101	Workplace Writing	4
or WR-121Z	Composition I	

Plan of Study Grid

Winter Term		Credits
MBC-115	Insurance Billing and Reimbursement I	4
MBC-120	Introduction to Medical Coding	3
MBC-135	Law and Ethics for Healthcare Professions	3
MTH-060	Algebra I	4
or MTH-098	or College Math Foundations	
	Credits	14
Spring Term		
BA-131	Introduction to Business Computing	4
MBC-116	Insurance Billing and Reimbursement II	4
MBC-125	ICD-10 Coding I	2
MBC-126	CPT/HCPCS Coding I	4

	Credits	14
Summer Term		
COMM-218Z	Interpersonal Communication	4
MBC-225	ICD-10, CPT and HCPCS Coding II	5
	Credits	9
	Total Credits	37

All courses must be passed with a C or better

Reviewer
Comments

Program Change Request

Date Submitted: 02/05/24 5:04 pm

Viewing: **EFA.HEALTH : EFA, Health Professions**

Last approved: 02/02/24 9:54 am

Last edit: 03/11/24 12:41 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
  Health Professions

Change Type

College Council Review

  No

Program Contact Information

Are you the Faculty Contact Person?

  Yes

Program Overview

Name of Proposed Program

EFA, Health Professions

Program Code   EFA.HEALTH

Award (CCWD)
  Educational Focus Area (EFA)

Type of Program   Educational Focus Area (EFA)
(CCC)

Educational Focus   [Health Professions](#)
Area

Effective Catalog   2024-2025
Edition

Career Area   Health Services

Department   Technology, Applied Science and Public
                      Services

Division   Technology, Applied Science and Public
                      Services (TAPS)

Other locations (institutions) this Program will be offered

CIP Code   24.0102 - General Studies.

Program Award Information

Program Learning Outcomes (PLOs)

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

	Proposed Curriculum	
BI-120	Introduction to Human Anatomy and Physiology	4
FYE-101	First Year Experience Level I	2
HP-110	Course HP-110 Not Found	4.00
MA-100	Introduction to Medical Assisting	2

MA-110 Medical Terminology   4
WR-121Z Composition I   4

All courses must be passed with a C or better

Reviewer
Comments

MA-110 Medical Terminology   4
WR-121Z Composition I   4

All courses must be passed with a C or better

Program Change Request

Date Submitted: 03/12/24 3:32 pm

Viewing: **CC.HLTHCAREERS : Healthcare Careers**

Last approved: 06/05/23 1:56 pm

Last edit: 03/12/24 3:32 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
  Healthcare Careers, Certificate

Change Type	Substantial
College Council Review	
	No

Program Contact Information

Are you the Faculty Contact Person?

> Yes

History

1. Oct 6, 2022 by
clmig-kxayasene
2. Feb 6, 2023 by
Megan Feagles
(megan.feagles)
3. Apr 18, 2023 by
Megan Feagles
(megan.feagles)
4. Jun 5, 2023 by
Megan Feagles
(megan.feagles)

Program Overview

Name of Proposed Program

Healthcare Careers

Program Code   CC.HLTHCAREERS

Award (CCWD)
Certificate (12-30 credits) (CC)

Type of Program   Certificate of Completion (CC)
(CCC)

Educational Focus   Health Professions
Area

Effective Catalog Edition	2024-2025
Career Area	Health Services
Department	Health Sciences
Division	Technology, Applied Science and Public Services (TAPS)
Other locations (institutions) this Program will be offered	
CIP Code	51.0802 - Clinical/Medical Laboratory Assistant.

Labor Market

Labor Market Need

Healthcare Careers Certificate introduces students to existing Healthcare CTE programs available at CCC and provides a path for program entry for the following high demand careers: Medical Assistant (24% growth); Dental Assistant (9% growth); EMT (high demand); Medical Billing and Coding; Phlebotomy (15% growth).

Labor Market Attachment

DA Occupation & Wage Information - QualityInfo.pdf

Phlebotomy Occupation & Wage Information - QualityInfo.pdf

NA Occupation & Wage Information - QualityInfo.pdf

MBC Coding Occupation & Wage Information - QualityInfo.pdf

MBC Billing Occupation & Wage Information - QualityInfo.pdf

MA Occupation & Wage Information - QualityInfo.pdf

EMT Occupation & Wage Information - QualityInfo.pdf

Employer Advisory Board 2024.docx

Program Award Information

Program Learning Outcomes (PLOs)

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

	Outcome(s)
1	summarize the knowledge, skills, and attributes of a successful healthcare professional and describe how healthcare professionals impact patient experience; ~~demonstrate the ability to serve in an entry-level position using correct laboratory, medical, and anatomical terminology to effectively and appropriately communicate, both verbally and nonverbally in healthcare settings;~~
2	explain the importance of patient safety ~~understand, apply,~~ and demonstrate effective use of electronic ~~communicate state and national laboratory regulations, including infection control,~~ health records systems; ~~and safety, and ethical considerations.~~
3	discuss the importance of medical terminology as it relates to communication and documentation;
4	identify postsecondary education training requirements for Health Science Programs and summarize academic and non-academic requirements for program entry;
5	develop an academic plan and prepare for next steps in applying for program entry;
6	obtain the following healthcare certificates: BLS/CPR for Healthcare Providers, Bloodborne Pathogens, First Aid, HIPAA.

Related Instruction Courses in the Program

Computation

N/A

Communication

N/A

Human Relations

N/A

Program-Level Assesment Plan

Assesment Plan Details

Measure and track completion rates by certificate award.

Measure and track completers Health Science program applications and admissions.

Follow (track) student outcomes (e.g., graduated from Health Science Programs, obtained credential from Health Science Programs, obtained employment after completing Health Science Programs.

Attach Additional Information

Marketing Plan

Marketing Plan Details

Develop target marketing materials to meet the audience (e.g., prospective students, community partners, ABE, workforce development, etc.)

Develop one-page printable fliers and/or information sheets for college and department website

Send information to current Health Science's program advisory boards announcing the revised certificate

Connecting with Adult Basic Education and Clackamas Workforce

Connect with EFA Academic Advisors to provide up to date information on new program

Attach Additional Information

Will there be revenues associated with the new program?

No

Do new courses need to be created for this new program?

Yes

New Courses

Course Code
HP-120 Intro to Health Professions

Are new sections of exisiting courses needed to support this new program?

No

Additional faculty needed?

Yes

Additional Faculty

Duration	Number	Term
Part-time	2	Fall/Winter/Spring

New Physical facilities and equipment needed?

No

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program

We will utilize existing classrooms in Harmony East. Collaboration with Health Sciences faculty to provide tours of the labs.

New Student Services needed?

Yes

Please explain the need for new or expanded student services to meet the needs of the new program.

Adult Education - IET support for those who need it

Other expenses?

No

Financial Assistance Options Sought for and/or Approved for the Program

Federal Financial Aid Options

No

Workforce Investment Act – Individual Training Account

No

Veterans Benefits

No

State of Oregon Financial Aid

No

College Financial Aid

No

Private Business, Foundation Aid

No

Other

No

Program Approval Standards

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

The Program need is based on current and projected employment demand for healthcare careers. CCC Health Sciences Department provides the following six CTE Programs: Medical Assistant, Dental Assistant, EMT, Medical Billing and Coding, Nursing Assistant and Phlebotomy.

All six programs require students apply (which is a competitive process for limited entry programs) and obtain formal acceptance.

Programs require students complete non-academic requirements (criminal background check, drug screen, proof of immunizations) along with several pre-requisite academic requirements prior to applying. The certificate will align with CCC Health Sciences Department and prepare students for formal program entry.

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

Healthcare Career Certificate will align with CCC Health Sciences CTE Programs to meet several program prerequisites, provide opportunity for students engage with Health Science program faculty, and prepare students for competitive admissions). Many students are interested in healthcare training, but are not sure what they want or where to start. Students often do not understand Oregon Health Authorities rules for students in clinical training (e.g., criminal background check, drug screen, immunizations, etc.) and this certificate would provide transparency and prepare students for next steps. We are looking to build student confidence in applying to programs and increase diversity within our healthcare workforce.
The Healthcare Careers Certificate is designed to increase program readiness for those who need a bit more support, confidence, and/or resources for continuing their education and training.

The following departments were involved in the planning of the Healthcare Careers Certificate; Adult Skills/GED, ESOL, Workforce Development and consultation with High School Partnerships to build a meaningful and intentional pathway to Health Science Programs.

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

Healthcare Careers Certificate program is meeting important education, workforce development, and economic development activities and priorities by ensure alignment with existing healthcare CTE programs.

Healthcare Careers Certificate program is part of a clear pathway towards next steps in education, training, and employment.

(1) Directly aligned with CCC Health Sciences Department and existing CTE programs
(2) Worked with CCC Health Sciences Department to provide additional points towards Health Sciences program applications (e.g., DA, MBC, MA, PHB, NA) for students who complete the Healthcare Careers Certificate
(3) Students would obtain the following professional certifications: HIPAA, BLS/CPR, First Aid, Bloodborne Pathogens and would prepare students for next steps in completing Oregon Health Authorities rules for students in clinical training
(4) Plans on collaborating with Adult Skills / GED and ESOL to provide IET support for certificate classes - certificate would provide a pathway bridge for folks who need additional academic support prior to formally applying to Health Science programs
(5) Exposes students to entry level healthcare positions and assist with academic advising and program admissions

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

Certificate program courses are designed using the most up to date best practices in student-centered learning and transparency. (e.g., authentic instruction and assessment, problem and project base learning, mentoring, the development of student's critical thinking skills, varied teaching and learning styles). The learning outcomes are clearly identified.

The courses within the certificate support working adults and students with competing priorities (e.g., HP courses are hybrid or online providing students with flexible scheduling).

Mentoring and tutoring will be made available for students and Health Sciences will work with Adult Education and GED to establish a formal IET for the certificate.

Health Science Department has the capacity to gather data regarding successful student transition into CCC Health Science programs (e.g., MA, DA, MBC, EMT, NA, PHB).
Health Science will collaborate with data review and determine areas of strength and areas for improvement within the program. Working collaboratively with Student Services, Academic Advising, Scheduling, ABE, GED, and Workforce Development

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

4 of the 5 Healthcare Careers Certificate courses will be taught by Health Science faculty. Health Sciences Department program faculty support the revised Healthcare Careers Certificate as many of the students applying for program entry are not prepared (e.g., "they had no idea they were going to draw blood on real humans" - "so many issues getting students to complete their vaccine requirements on time" - "it would be great if I didn't have to teach students how to construct a professional email or how to save and upload documents" (Health Science Program Directors).

Adult Education and GED - the importance of building confidence and preparing students to transition into college and attain their goals is critical. Health Science will collaborate directly with Adult Ed and together build a strong and sustainable pathway into Health Science Programs.

Proposed Curriculum

Course	Title	Credits
~~MA-110~~	~~Medical Terminology~~	~~4~~
~~MA-135~~	~~Communications and Ethical Practices in Healthcare Settings~~	~~3~~
~~PSY-101~~	~~Human Relations~~	~~3~~
HP-100	Healthcare Provider BLS/CPR, First Aid/Bloodborne Pathogens	1
HP-110	Course HP-110 Not Found	4
HP-120	Course HP-120 Not Found	3
HP-130	Course HP-130 Not Found	2
WR-101	Workplace Writing	4
or WR-121Z	Composition I	
Total Credits		14

Reviewer Comments

Key: 91

Program Learning Outcomes

Program	Implementation
Healthcare Careers CC	2024/SU

Program Change Request

Date Submitted: 03/12/24 3:32 pm

Viewing: **CC.HLTHCAREERS : Healthcare Careers**

Last approved: 06/05/23 1:56 pm

Last edit: 03/12/24 3:32 pm

Changes proposed by: Virginia Chambers (virginia.chambers)

Catalog Pages Using
this Program
[Healthcare Careers, Certificate](#)

Change Type	Substantial
College Council Review	
	No

Program Contact Information

Are you the Faculty Contact Person?

Yes

Approval Path

1. 01/30/24 2:33 pm
   Megan Feagles
   (megan.feagles):
   Rollback to Initiator
2. 01/30/24 2:51 pm
   Megan Feagles
   (megan.feagles):
   Rollback to Initiator
3. 03/01/24 10:21 am
   Megan Feagles
   (megan.feagles):
   Approved for
   Curriculum Office
4. 03/01/24 10:28 am
   Virginia Chambers
   (virginia.chambers):
   Rollback to
   Curriculum Office
   for HTHS Chair
5. 03/08/24 8:49 am
   Megan Feagles
   (megan.feagles):
   Rollback to Initiator

History

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