Degrees and Certificates
Agenda
February 14, 2007
Sylvania Campus, 2 pm
CC, Conference Rm A

2:00 – 2:30
Approval of December's and January's minutes
Discuss Program Awards
Courses & Degree Linkage

New Business

2:30
14-credit HVAC Installer – New

2:45
One-Year Certificate and AAS BCT Construction Management – Revision

One-Year Certificate and AAS BCT – Revision

AAS BCT Design Build –Revision

3:00
AAS Criminal Justice – Revision

3:15
AAS Building Inspection – Revision

3: 30
AAS Gerontology – Revision

One-year Certificate Gerontology – Revision

Gerontology Activity Assistant Certificate of Completion – New

Gerontology Activity Director Certificate of Completion – New

Gerontology Activity Consultant Certificate of Completion – New

3:45
One-Year Certificate Dental Assisting – Related Instruction

4:00
AAS Management – Revision

One-Year Accounting Clerk Certificate – Revision

Two-term Accelerated Accounting Certificate – Revision

AAS Accounting – Revision

4:15
 Health Studies – Monica Hunsburger

<p align="center">**PORTLAND COMMUNITY COLLEGE**</p>

<p align="center">## New Associate of Applied Science (AAS) Degree or Certificate Request Form</p>

Proposed Degree/Certificate Title: 14-credit HVAC Installer

Reason for New Degree/Certificate: Since 2004 PCC students have been earning 14-credit Employment Skills Training (EST) Certificates in the sequence of courses proposed for this Certificate of Completion. This sequence of courses has been endorsed by the Facitlities Maintenance Technology Employer Advisory Baord and Subject Area Curriculum committee. The Facilitites Maintenance Technology Department has identified the following benenfits for creating this credential:
- The process for applying to graduate with a Certificate of Completion is more student-friendly than that of the EST.
- This Certificate of Completion would be marketed to incoming students interested in entry-level work as HVAC Installers and Technicians in a way that is not possible with the EST certificate.

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?
☒ Yes   ☐ No   If No, explain

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☐ Cultural Awareness
☒ Professional Competence
☐ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.   • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Demonstrate practical knowledge of Ohm's Law, series/parallel electrical circuits, schematic and pictorial wiring diagrams, electrical motors and their controls, single-phase and three-phase power supplies and how they apply to automatic, low and high voltage, control circuits for heating, air-conditioning, and refrigeration systems.   • Wire control circuits and power supplies for new HVAC equipment at installation.   • Demonstrate basic knowledge of the vapor/compression refrigeration circuit and its components including heat transfer, types of refrigerants and pressure/temperature relationships, industry tools and test equipment. Braze and pressure test ACR tubing, recover, evacuate and charge refrigeration systems.   • Demonstrate basic knowledge of refrigeration as it applies to air conditioning for habitable spaces including air flow in duct systems and psychometrics.   • Install residential heating equipment including natural gas furnaces, both 80%

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: BCT Construction Management 1year certification / 2 year certification / 2 year AAS Degree
Proposed Degree/Certificate Title: BCT Construction Management 2 year AAS Degree

Reason for Revision:
 Please see xls attachment

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?

☒ No ☐ Yes

If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?

☐ No ☒ Yes

If Yes, please list **ALL** current and proposed coursework:

Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Please see xls attachment	

Proposed

Course Number	Course Title	Credit
	Please see xls attachment	

Total Number of Credits in Degree/Certificate:
   Current Credits: 1 year certification 43 / 2 year certification 74 / ASA Degree 90
   Proposed Credits: ASA Degree 92

Contact Information:
   Submitted by: Robert Steele
   Contact e-mail: rsteele@pcc.edu

Next Steps:
   1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

Current Construction Management Options

Year 1

Fall	CR
BCT 100 Overview of the Construction Industry	3
BCT 102 Residential Printreading	3
BCT 103 Residential Materials and Methods	3
BCT 104 Construction Math	3
BCT 205 Construction Communication Skills	3
	15

Winter	CR
BCT 134 Construction Scheduling	3
BCT 204C Construction Estimating	3
BCT 202 Business Principles	3
INSP 151 International 1 & 2 Family Structural Code	4
	13

Spring	CR
BCT 130 Construction Safety	3
BCT 133 Commercial Material and Methods	3
BCT 214 Advanced Estimating	3
BCT 221 Construction Law	3
BCT 225 Project Management	3
	15

Year 2

Fall	CR
BCT 207 Construction Job Costing	3
INSP 251 International Building Code I	3
BCT 213 Commercial Printreading	2
General Education	4
	12

Winter	CR
BCT 206 Sustainable Construction Practices	3
BCT 101 Construction Surveying	3
BCT 132 Computer Applications	3
BCT 150 Mechanical Electrical & Plumbing	3
General Education	4
	16

Spring	CR
BCT 222 Engineering for Constructors	3
Cooperative Education	8
General Education	8
	19

1-Year Certificate Courses	43
2-Year Certificate Courses	74
General Education	16
2-Year Degree	90

Proposed Construction Management Degree 2007 2008

Year 1

Fall	CR
BCT 100 Overview of the Construction Industry	3
BCT 102 Residential Printreading	3
BCT 103 Residential Materials and Methods	3
BCT 104 Construction Math	3
	12

Winter	CR
BCT 134 Construction Scheduling	3
ARCH 110 Intro to Arch Drawing (New)	**2**
BCT 202 Business Principles	3
ARCH 132 Residential Building Codes (New)	**2**
Gen Ed	4
	14

Spring	CR
BCT 221 Construction Law	3
ARCH 133 Commercial Building Codes (New)	**2**
BCT 133 Commercial Material and Methods	3
SP 215 Small Group Communication (Gen Ed.) (New)	**4**
Approved BCT Elective (New)	**3**
	15

Year 2

Fall	CR
BCT 150 Mechanical Electrical & Plumbing	3
WR 227 Technical Writing (New)	**4**
BCT 213 Commercial Printreading	**3**
CAS 170 Beginning Excel (New)	**3**
	13

Winter	CR
BCT 222 Engineering for Constructors	3
BCT 101 Construction Surveying	3
BCT 207 Construction Job Costing	3
BCT 204C Construction Estimating	3
General Education	4
	16

Spring	CR
BCT 130 Construction Safety	3
BCT 206 Sustainable Construction Practices	3
BCT 214 Advanced Estimating	3
BCT 225 Project Management	3
General Education	4
	16

Cooperative Education	6
BCT Courses	76
General Education	16
2-Year Degree	92

MAJOR CHANGES

- Basic architectural drawing is added
- Replaces INSP 151 International 1 & 2 Family Structural Code
- Replaces INSP 251 International Building Code I
- Replaces BCT 205 Construction Communication Skills and serves as a Gen. Ed. class.
- This will allow Management Students to take a hands-on class or other approved elective
- Replaces BCT 205 Construction Communication Skills
- This class goes from 2 credits to 3 credits
- Replaces BCT 132 Computer Skills for Construction
- COOP Ed drops from 8 credits to 6 credits. 1 credit = 30 hours on the job

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1. We propose to eliminate the one-year certificate and two year certificate and maintain the two-year degree.
Rationale -
    a. 88% of students surveyed are seeking a degree.
    b. This will satisfy Accreditation requirements for programs with over 48 credits to include Communication, Computation and Human Relation skills in course work.
    c. Our graduates will make better employees and business owners if they are able to read, write and speak effectively.
    d. BCT Advisory Committee supports this change 02/18/07
    e. Construction Management is a professional career that, in most cases, demands a degree.

2. Estimating classes and project management become second year classes. This will allow students to take commercial print reading and Excel before their estimating classes, and places project management in the last term of the second year, making it a capstone class.

3. ARCH 110 Introduction to Architectural Drawing becomes a program requirement. This has been a missing element in our curriculum for years. This course is already in place and ready to go.

4. SP 215 Small Group Communication (recommended by Advisory Committee)will serve as both program requirement and general education credit.

5. ARCH 132 Residential Building Codes and ARCH 133 Commercial Building Codes replace INSP 151 Structural Codes for 1 & 2 Family Dwellings and INSP 252 International Building Codes. These courses are already in place and are better suited for our student's needs. Both INSP 151and 251 require an A Level Residential certification, which excludes BCT instructors from teaching the class and the Oregon Amendments are not used.

6. WR 227 becomes a program requirement. Unfortunately this course does not count as a general education class but we feel it is essential for this career path.

7. CAS 170 Beginning Excel replaces BCT 223 Computer Skills for Construction. Excel is an essential program used by every construction project manager. Learning Excel will benefit students more than a class that surveys several programs that they may encounter after graduation.

8. Although General Education classes are shown in specific terms they may be taken any time.

9. Construction Management option picks up 2 credits.

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PORTLAND COMMUNITY COLLEGE

**Associate of Applied Science/Certificate
Revision Request Form**

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Current Degree/Certificate Title: BCT 1-Year Certification / 2-Year Certification / 2-Year AAS Degree
Proposed Degree/Certificate Title: BCT 1-Year Certification / 2-Year AAS Degree

Reason for Revision:
 Please see xls spread sheet attachment

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages
• Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?

☒ No   ☐ Yes

If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?

☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:

Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Please see xls attachment	

Proposed

Course Number	Course Title	Credit
	Please see xls attachment	

Total Number of Credits in Degree/Certificate:
Current Credits: 40 1 year certification 92 ASA degree
Proposed Credits: 37 1 year certification 93 ASA Degree

Contact Information:
Submitted by: Robert Steele
Contact e-mail: rsteele@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form
   (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

Current BCT Options

Year 1

Fall — CR

Course	CR
BCT 102 Residential Printreading	3
BCT 103 Residential Materials and Methods	3
BCT 104 Construction Math	3
BCT 106 Hand and Power Tool Safety	3
BCT 205 Construction Communication Skills	3
	15

Winter

Course	CR	
BCT 127 Concrete	6	
BCT 101 Construction Surveying	3	
INSP 151 International 1 & 2 Family Structural Code	4	New →
	13	

Spring

Course	CR
BCT 120 Floor Framing	3
BCT 121 Wall Framing	3
BCT 122 Roof Framing I	3
BCT 123 Roof Framing II	3
	12

Year 2

Fall

Course	CR	
BCT 128 Exterior Finish	6	
BCT 219 Pro. Cabinetmaking I	6	New →
	12	

Winter

Course	CR
BCT 203 Interior Finish	6
BCT 220 Professional Cabinetmaking II	6
	12

Spring

Course	CR	
BCT 211 Remodeling	6	
BCT 204B Construction Estimating	3	
BCT 116 Mechanical Systems for K & B	3	New →
	12	

1-Year Certificate	40
2-Year Certificate	76
General Education (not listed by term)	16
2-Year Degree	92

Proposed BCT Degree and 1-Year Certificate

Year 1

Fall — CR

Course	CR
BCT 102 Residential Printreading	3
BCT 103 Residential Materials and Methods	3
BCT 104 Construction Math	3
BCT 106 Hand and Power Tool Safety	3
General Education	**4**
	16

Winter

Course	CR
BCT 127 Concrete	6
BCT 101 Construction Surveying	3
ARCH 132 Residential Building Codes	**2**
ARCH 110 Intro to Arch Drawing	**2**
	13

Spring

Course	CR
BCT 120 Floor Framing	3
BCT 121 Wall Framing	3
BCT 122 Roof Framing I	3
BCT 123 Roof Framing II	3
General Education	**4**
	16

Year 2

Fall

Course	CR
BCT 128 Exterior Finish	6
BCT Elective	**3**
BCT Elective	**3**
SP 215 Small Group Communication (Gen. E	**4**
	16

Winter

Course	CR
BCT 203 Interior Finish	6
BCT 219 Professional Cabinetmaking	6
General Education	**4**
	16

Spring

Course	CR
BCT 211 Remodeling	6
BCT 204B Construction Estimating	3
BCT 206 Sustainable Construction Practices	**3**
WR 227 Technical Writing	**4**
	16

1-Year Certificate	37
BCT Classes	77
General Education	16
2-Year Degree	93

MAJOR CHANGES

Replaces INSP 151 International 1 & 2 Family Structural Code

Basic Architectural Drawing is added

Students can choose from an array of BCT electives including- Mechanical Systems for Kitchens and Baths, Intro to Kitchens and Baths, Finished Stair Construction, any construction management class or COOP Ed.)

Small Group Communication replaces our Construction Communication Skills class

Sustainable Construction Practices becomes a required class

Two year Certificate discontinued

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1. We propose to eliminate the two year certificate and maintain the one-year certificate and two-year degree.
Rationale -
   a. 95% of students surveyed are seeking a degree.
   b. This will satisfy Accreditation requirements for programs with over 48 credits to include Communication, Computation and Human Relation skills in course work.
   c. Our graduates will make better employees and business owners if they are able to read, write and speak effectively.
   d. The one-year certificate will be left in place a an option for students only interested in rough carpentry and concrete.
   d. **BCT Advisory Committee supports this change 02/18/07**

2.ARCH 132 Residential Building Codes replaces INSP 151 International 1 & 2 Family Structural Code.It is better suited for our student's needs and INSP 151 requires an the instructor to have an A Level Residential certification, which excludes BCT instructors from teaching the class. Oregon Amendments are not used
.

3. BCT 205 Construction Communication Skills will be eliminated and replaced with SP 215 Small Group Communication (recommended by Advisory Committee), ARCH 110 Intro to Architectural Drafting and WR 227 Technical Writing

4. BCT 220 Professional Cabinetmaking II will be eliminated and replaced with ARCH 110 Intro to Architectural Drafting and BCT Electives.

5. ARCH 110 Introduction to Architectural Drawing becomes a program requirement. This has been a missing element in our curriculum for years. This course is already in place and ready to go.

6. SP215 Small Group Communication will serve as both program requirement and general education credit.

7. BCT 206 Sustainable Construction Practices becomes a program requirement.

8. Although General Education classes are shown in specific terms they may be taken any time.
.
9. BCT 2-Year Degree picks up 1 credit. BCT 1-Year Certificate drops 3 credits

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PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate
Revision Request Form

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Current Degree/Certificate Title: BCT Design Build 2 year certificate / AAS Degree
Proposed Degree/Certificate Title: BCT Design Build AAS Degree

Reason for Revision:
 Please see attached xls spread sheet

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome

-

For Certificates, does Revision involve changing Related Instruction?
☒ No   ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Please see xls attachment	

Proposed

Course Number	Course Title	Credit
	Please see xls attachmen	

Total Number of Credits in Degree/Certificate:
Current Credits: 2 year certification 92 / ASA Degree 108
Proposed Credits: ASA Degree 106

Contact Information:
Submitted by: Robert Steele
Contact e-mail: rsteele@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print Associate of Applied Science/Certificate Revision Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

CURRENT D/B OPTION

DEGREE OPTION 2007 2008

| MAJOR CHANGES |

Design Build Courses

Year 1				Year 1	
Fall	CR			Fall	CR
BCT 102 Residential Printreading	3			BCT 102 Residential Printreading	3
BCT 103 Residential Materials and Methods	3			BCT 103 Residential Materials and Methods	3
BCT 219 Pro Cabinetmaking	6			BCT 104 Construction Math	3
BCT 106 Hand and Power Tool Safety	3			BCT 106 Hand and Power Tool Safety	3
				Gen Ed.	4
	15				16
Winter				Winter	
BCT 220 Pro Cabinetmaking II	6			BCT 127 Concrete	6
BCT 104 Construction Math	3	New →		ARCH 110 Intro to Arch Drawing	2
INSP 151 International 1 & 2 Family Structural Codes	4	New →		ARCH 132 Residential Building Codes	2
ID 131 Introroduction to Interiors	3			ID 131 Introroduction to Interiors	3
		New →		SP 215 Small Group Communication (Gen.	4
	16				17
Spring				Spring	
BCT 120 Floor Framing	3			BCT 120 Floor Framing	3
BCT 121 Wall Framing	3			BCT 121 Wall Framing	3
BCT 122 Roof Framing I	3			BCT 122 Roof Framing I	3
BCT 129 Mechanical Systems for K & B	3			BCT 123 Roof Framing II	3
ID 132 Planning Interiors	3			ID 132 Planning Interiors	3
	15				15
Year 2				Year 2	
Fall				Fall	
BCT 128 Exterior Fin	6	New →		BCT 229 Intro to Kitchens & Baths	2
BCT 205 Construction Communication Skills	3			BCT 129 Mechanical Systems	3
BCT 105 VectorWorks	3			BCT 128 Exterior Fin	6
		New →		BCT 202 Business Principles for Const.	3
				General Education	4
	12				18
Winter				Winter	
BCT 203 Interior Finish	6			BCT 203 Interior Finish	6
BCT 127 Concrete Construction	6			BCT 219 Professional Cabinetmaking	6
ID 138 Intro to Kitchen & Bath Planning	3			ID 138 Intro to Kitchen & Bath Planning	3
	15			General Education	4
					19
Spring				Spring	
BCT 211 Remodeling	6			BCT 211 Remodeling	6
BCT 204B Construction Estimating	3			BCT 204B Residential Estimating	3
ID 225 CAD For Kitchens	1	New →		BCT 244 Cab Inst.	2
ID 238 Kitchen and Bath Planning II	3			ID 238 Kitchen and Bath Planning II	3
				ID 225 CAD For Kitchens	1
	13				15

Basic architectural drawing is added

Replaces INSP 151 International 1 & 2 Family Structural Codes

Public Speaking replaces our Construction Communication Skills class

In place of BCT 220 Professional Cabinetmaking II

In place of BCT 220 Professional Cabinetmaking II

In place of BCT 220 Professional Cabinetmaking II

Cooperative Education	6		Cooperative Education	6
2-Year Certificate	92		Program Credits	90
General Education (Not Shown per Term)	16			
2-Year Degree	108		2-Year Degree	106

1. We propose to eliminate the two year certificate and offer a two-year degree only.
Rationale -
    a. 100% of students surveyed are seeking a degree.
    b. This will satisfy Accreditation requirements for programs with over 48 credits to include Communication,
       Computation and Human Relation skills in course work.
    c. Our graduates will make better employees and business owners if they are able to read, write
       and speak effectively.
    d. **BCT Advisory Committee supports this change 02/18/07**

2. ARCH 132 Residential Building Codes replaces INSP 151 International 1 & 2 Family Structural Code.It is better suited for our student's needs and INSP 151 requires an the instructor to have an A Level Residential certification, which excludes BCT instructors from teaching the class. Oregon Amendments are not used.
.
3. BCT 205 Construction Communication Skills will be eliminated and replaced with SP 215 Small Group Communication (*recommended by Advisory Committee*), ARCH 110 Intro to Architectural Drafting and WR 227 Technical Writing

4. BCT 220 Professional Cabinetmaking II will be eliminated and replaced with ARCH 110 Intro to Architectural Drafting which covers graphic communication, BCT 229 Intro to Kitchens and Baths and BCT 244 Cabinet and Bath Installation.

5. ARCH 110 Introduction to Architectural Drawing becomes a program requirement. This has been a missing element in our curriculum for years. This course is already in place and ready to go.

6. SP215 Small Group Communication will serve as both program requirement and general education credit.

7. Although General Education classes are shown in specific terms they may be taken any time.

8. Design/Build Option drops 2 credits.

<p style="text-align: center">PORTLAND COMMUNITY COLLEGE</p>

<p style="text-align: center">Associate of Applied Science/Certificate
Revision Request Form</p>

Current Degree/Certificate Title: Associate in Applied Science Degree in Criminal Justice
Proposed Degree/Certificate Title: Same

Reason for Revision:
 New Course (CJA 230 - 4 credits) Police Report Writing to be created to replace (WR 228 - 3 credits) Police Report Writing.

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
WR 228	Police Report Writing	3

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit
CJA 230	Police Report Writing	4

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?
☒ No ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☒ No ☐ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Proposed

Course Number	Course Title	Credit

Total Number of Credits in Degree/Certificate:
  Current Credits: 99
  Proposed Credits: 100

Contact Information:
  Submitted by: Jim Parks
  Contact e-mail: jparks@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

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PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate
Revision Request Form

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Current Degree/Certificate Title: Building Inspection Technology, AAS
Proposed Degree/Certificate Title: same

Reason for Revision:
 Changes in State requirements and industry expectations.

Request Implementation Term: fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages
• Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome

-

For Certificates, does Revision involve changing Related Instruction?
☒ No   ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	see attached	

Proposed

Course Number	Course Title	Credit
	see attached	

Total Number of Credits in Degree/Certificate:
Current Credits: 92
Proposed Credits: 95

Contact Information:
Submitted by: Debra Anderson
Contact e-mail: debra.anderson4@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print Associate of Applied Science/Certificate Revision Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

Proposed	Current
Building Inspection Technology	**BIT AAS Degree**
AAS degree: 95 credits	**92 credits**

Required BIT Degree Program classes: <u>Credits</u>
63 credits

			2	**INSP 101**
INSP 151	Intern. Residential Code: Str	4	4	INSP 151
INSP 152	Intern. Resid. Code - Mech.	**2**	**3**	INSP 152
INSP 251	Intern. Building Code 1	**4**	**3**	INSP 251
INSP 252	Intern. Building Code 2	3	3	INSP 252
INSP 253	Intern. Building Code 3	3	3	INSP 253
INSP 255	Intern. Mechanical Code 1	**2**	**3**	INSP 255
INSP 256	Intern. Mechanical Code 2	3	3	INSP 256
INSP 257	Intern. Fuel Gas Code	3	3	INSP 257
INSP 201	Plans Exam - Commercial	**4**	**3**	INSP 201
INSP 202	Plans Exam - Residential	4	4	INSP 202
INSP220	**Fire and Life Safety**	**3**		
INSP 280B	CE: Field Experience	10	10	INSP 289B
ARCH 121	**Structural Systems 1**	**2**		
ARCH 122	Structural Systems 2	4	4	ARCH 122
ARCH 123	Structural Systems 3	4	4	ARCH 123
ARCH 124	Intro. to Building Systems	3	3	ARCH 124
ARCH 161	Blueprint Reading - Part 1	2	2	ARCH 161
ARCH 162	Blueprint Reading - Part 2	2	2	ARCH 162
CG 209	Job Finding Skills (Online)	1	1	CG 209

INSP/ARCH electives   <u>Credits</u>
10 credits

INSP 101	**Architectural Graphics**	**2**		
INSP 102	Architectural Graphics 2	2	2	INSP 102
INSP 260	Oregon Inspections Cert.	2	2	INSP 260
ARCH 113	Working Drawings 3	2	2	ARCH 113
ARCH 126	Introduction to AutoCAD	3	3	ARCH 126
ARCH 224	Active & Passive Bldg Syst.	4	4	ARCH 224
INSP199A	**Intro To Res. Inspection**	**1**		
INSP199C	**Fire Alarm Plan Review**	**2**		
INSP199D	**Fire Sprinkler Plan Review**	**3**		
			3	**INSP 220** Fire & Life Safety

| | | **2** | **ARCH 121 Structural Systems 1** |

Communication Skills electives			**Credits**		
6 credits					
MSD 105	Interpersonal Communication	3	3	MSD 105	
MSD 111	Corresponding Effect at Work	3	3	MSD 111	
			3	**MSD 117 Customer relations**	
MSD 130	Creative Problem Solving	3	3	MSD 130	
MSD 110	Gender Conflict Resolution	1	1	MSD 110	
MSD 128	Handling the Difficult Person	1	1	MSD 128	
MSD 119A	Intercultural Communication	1	1	MSD 119A	
MSD 151	Dealing with Difficult People	1	1	MSD 151	
MSD 157	Conflict Management	1	1	MSD 157	
MSD 160A	Communication Styles	1	1	MSD 160A	
MSD 161	Customer Relations	1	1	MSD 161	
MSD 162	Angry Feelings/Angry People	1	1	MSD 162	
MSD 116	**Creative Think/Innov Change**	**1**			
MSD 150	**Listening Skills**	**1**			
MSD 175B	**Direct Comm. in Workplace**	**1**			
MSD 176	**Non-verbal Communication**	**1**			
SP 105	**Listening**	**4**			
SP 140	**Intercultural Communication**	**4**			
SP 215	**Small Group Communication**	**4**			
SP 227	**Nonverbal Communication**	**4**			

GENERAL EDUCATION
16 credits min: Must be "C" or better grade

PHL191 or SP100 or PSY101 or SOC204	**4**	**4**	**PSY 101 Psych. & Human Relations**
		4	**CIS 120 Computer Concepts 1**

Gen. Ed. Elective _____
Gen. Ed. Elective _____
Gen. Ed. Elective _____

REQUIRED minimum competencies for degree :
MTH 65	Introductory Algebra 2	4
WR 121	English Composition	4

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Gerontology Certificate and AAS Degree
Proposed Degree/Certificate Title:

Reason for Revision:
 Minor changes in required courses

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome

-

For Certificates, does Revision involve changing Related Instruction?
☒ No   ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	SEE ATTACHED LIST	

Proposed

Course Number	Course Title	Credit
	SEE ATTACHED LIST	

Total Number of Credits in Degree/Certificate:
    Current Credits: 46/90
    Proposed Credits: 46/90

Contact Information:
    Submitted by: Jan Abushakrah
    Contact e-mail: jabushak@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print Associate of Applied Science/Certificate Revision Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

CURRENT GERONTOLOGY CERTIFICATE 0107

One year Certificate: Gerontology

Students should take CG181: Exploring Gerontology in their first or second term in the program. The worksite placement (fieldwork experience) will provide a unique opportunity for the students to work directly with older adults in different settings. Certificate candidates who are currently working in the field with aging adults and have accumulated at least 200 hours of work experience may petition to receive credit up to 90 (3 credits) hours toward the required hours for worksite placement. Students must complete the program with a grade of "C" or better.

Core Courses: (28 credits)

CG 181	Exploring Gerontology	1 credit
CG 282	Gerontology Professional Seminar	1 credit
PSY 215	Human Development	4 credits
Soc 223	Sociology of Aging	4 credits
Soc 230	Introduction to Gerontology	4 credits
Soc 231	Sociology of Health and Aging	4 credits
Soc 232	Death and Dying: Culture and Issues	4 credits
Soc 280B	CE: Community Service/Action Seminar	2 credits
Soc 280A	CE: Sociology (Worksite Placement)	4 credits

Basic Competencies

WR 121*	English Composition	4 credits
MTH 65**	Introductory Algebra	4 credits

*Or passing a writing course for which WR 121 is a prerequisite
**Or higher, or passing the PCC competency exam for MTH65

Electives (at least 8 credits from the following courses):

AD 101	Alcohol Use & Addiction	3 credits»
SOC204	Sociology in Everyday Life	4 credits»
SOC 205	Social Change & Social Institutions	4 credits
SOC 213	Diversity in the United States	4 credits»
PHL 207	Ethical Issues in Aging	4 credits»
PSY 101	Psychology and Human Relations	4 credits
PSY 214	Introduction to Personality	4 credits

PSY 222	Family & Intimate Relations	4 credits
MP 111	Medical Terminology	4 credits
HPE 295°	Health & Physical Fitness for Life	3 credits
HE 250	Personal Health	3 credits
BA 101	Introduction to Business	4 credits

° HPE295 requires on-campus initial, midterm and final assessments for Lab.
»These courses are required for the AAS Degree.

Choose one course from the following Restricted Electives:

CAS 216	Beginning Word: WIN	3 credits
CAS 217	Advanced Word: WIN	3 credits
CAS 133	Basic Computer Skills/MS Office	4 credits
CAS 170	Excel	3 credits
CAS 140	Access	3 credits
CAS 230	Pagemaker	3 credits

Note: Students must take Health Education 110 - Cardiopulmonary Resuscitation (1 credit) or acquire training and receive a certificate of completion in the same area from a licensed public or private organization in order to complete the requirements for this certificate.

REVISION **OF GERONTOLOGY CERTIFICATE 0207 [CHANGES INDICATED IN BOLD – Total Required Number of Credits Unchanged]**
One year Certificate: Gerontology

Students should take CG181: Exploring Gerontology in their first or second term in the program. The **internship (cooperative education)** will provide a unique opportunity for the students to work directly with older adults in different settings. Certificate candidates who are currently working in the field with aging adults and have accumulated at least 200 hours of work experience may petition to receive credit up to 90 (3 credits) hours toward the required hours for worksite placement. Students must complete the program with a grade of "C" or better.

Core Courses: (28 credits)

CG 181	**Gerontology Career Exploration**	**2 credits**
CG 282	Gerontology Professional Seminar	1 credit
PSY 215	Human Development	4 credits
Soc 223	Sociology of Aging	4 credits
Soc 230	Introduction to Gerontology	4 credits
Soc 231	Sociology of Health and Aging	4 credits
Soc 232	Death and Dying: Culture and Issues	4 credits
GRN281	**Gerontology Internship Seminar**	**1 credit**
GRN280	**CE: Gerontology Internship**	**4 credits**

Basic Competencies [Apply to Certificate]

WR 121*	**English Composition**	**4 credits**
MTH 20**	**Basic Math**	**4 credits**

*Or passing a writing course for which WR 121 is a prerequisite
**Or higher, or passing the PCC competency exam for MTH20

Electives (at least 8 credits from the following courses):

AD 101	Alcohol Use & Addiction	3 credits»
SOC204	Sociology in Everyday Life	4 credits»
SOC 205	Social Change & Social Institutions	4 credits
SOC 213	Diversity in the United States	4 credits»
PHL 207	Ethical Issues in Aging	4 credits»
PSY 101	Psychology and Human Relations	4 credits

PSY 214	Introduction to Personality	4 credits
PSY 222	Family & Intimate Relations	4 credits
MP 111	Medical Terminology	4 credits
HPE 295°	Health & Physical Fitness for Life	3 credits
HE 250	Personal Health	3 credits
BA 101	Introduction to Business	4 credits

° HPE295 requires on-campus initial, midterm and final assessments for Lab.
»These courses are required for the AAS Degree.

Choose one course from the following Restricted Electives*:

CAS 216	Beginning Word: WIN	3 credits
CAS 217	Advanced Word: WIN	3 credits
CAS 133	Basic Computer Skills/MS Office	4 credits
CAS 170	Excel	3 credits
CAS 140	Access	3 credits
CAS 230	Pagemaker	3 credits

*This requirement can be met through proof of comparable, work-based computer skills training.

Note: Students must take Health Education 110 - Cardiopulmonary Resuscitation (1 credit) or acquire training and receive a certificate of completion in the same area from a licensed public or private organization in order to complete the requirements for this certificate.

<p style="text-align:center">**PORTLAND COMMUNITY COLLEGE**</p>

New Associate of Applied Science (AAS) Degree or Certificate Request Form

Proposed Degree/Certificate Title: Gerontology Activity Assistant Certificate of Completion

Reason for New Degree/Certificate: First CoC of new Activity Professional Career Pathway

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?
☒ Yes   ☐ No   If No, explain

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☒ Cultural Awareness
☒ Professional Competence
☐ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context. • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Work effectively as an activity professional with diverse groups of older adults in long term care, adult daycare and community settings • Design and implement appropriate activity plans, with required assessment and documentation • Meet eligibility standards for certification by NCCAP as an Activity Assistant Certified, when combined with continuing education and work experience criteria.

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

List Degree/Certificate Coursework:

Course Number	Sample Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Course Number	Course Title	Credit
	Total Credits	4

Course Number	Course Title	Credit
CG181	Gerontology Career Exploration	2
WR121	English Composition	4
Soc223	Sociology of Aging	4
HE250 or	Personal Health or	3
HPE295	Health & Fitness for Life	
GRN165	Basic Activity Director Training	2
GRN265	Activity Professional Training 1	3
GRN266	Activity Professional Training 2	3
GRN281	Gerontology Internship Seminar	1
GRN280	CE: Gerontology Internship	4
Total Credits		23

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☐ No   ☒ Yes   If Yes, explain how GRN became SAC independent of SOC.
Consulting with CG on CG181 and Community Education on GRN165

Contact Information:
Submitted by: Jan Abushakrah
Contact e-mail: jabushak@pcc.edu

Next Steps:
1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print New AAS Degree/Certificate Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

New Associate of Applied Science (AAS) Degree or Certificate Request Form

Proposed Degree/Certificate Title: Gerontology Activity Consultant Certificate of Completion

Reason for New Degree/Certificate: Third CoC of new Activity Professional Career Pathway

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?
☒ Yes   ☐ No   If No, explain

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☒ Cultural Awareness
☒ Professional Competence
☒ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.   • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Work effectively as an activity professional manager or consultant with diverse groups of older adults in long term care, adult daycare and community settings   • Design, administer, and evaluate activity programs, meeting standards and regulations   • Meet eligibility standards for certification by NCCAP as an Activity Consultant Certified, when combined with continuing education, and consulting and work experience criteria.

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

List Degree/Certificate Coursework:

Course Number	**Sample** Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Course Number	Course Title	Credit
	Total Credits	4

Course Number	Course Title	Credit
Soc223	Sociology of Aging	4
Soc230	Introduction to Gerontology	4
GRN165	Basic Activity Director Training	2
GRN265	Activity Professional Training 1	3
GRN266	Activity Professional Training 2	3
GRN280	CE: Gerontology Internship	4
Total Credits		20

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☐ No ☒ Yes If Yes, explain how GRN became SAC independent of SOC.
Consulting with CG on CG181 and Community Education on GRN165

Contact Information:
Submitted by: Jan Abushakrah
Contact e-mail: jabushak@pcc.edu

Next Steps:
1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

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3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

PORTLAND COMMUNITY COLLEGE

New Associate of Applied Science (AAS) Degree or Certificate Request Form

Proposed Degree/Certificate Title: Gerontology Activity Consultant Certificate of Completion

Reason for New Degree/Certificate: Third CoC of new Activity Professional Career Pathway

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?
☒ Yes   ☐ No   If No, explain

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☒ Cultural Awareness
☒ Professional Competence
☒ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.   • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Work effectively as an activity professional manager or consultant with diverse groups of older adults in long term care, adult daycare and community settings   • Design, administer, and evaluate activity programs, meeting standards and regulations   • Meet eligibility standards for certification by NCCAP as an Activity Consultant Certified, when combined with continuing education, and consulting and work experience criteria.

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

List Degree/Certificate Coursework:

Course Number	**Sample** Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Total Credits	4

Course Number	Course Title	Credit
Soc223	Sociology of Aging	4
Soc230	Introduction to Gerontology	4
GRN165	Basic Activity Director Training	2
GRN265	Activity Professional Training 1	3
GRN266	Activity Professional Training 2	3
GRN280	CE: Gerontology Internship	4
Total Credits		20

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☐ No   ☒ Yes   If Yes, explain how GRN became SAC independent of SOC.
Consulting with CG on CG181 and Community Education on GRN165

Contact Information:
Submitted by: Jan Abushakrah
Contact e-mail: jabushak@pcc.edu

Next Steps:
1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
    b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print New AAS Degree/Certificate Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Template for Related Instruction in Certificates

1 Year Certificate		Dental Assisting			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example: BKT	101	Basket Weaving Basics	3	90	6	12	8	26
.	110	Clinical Procedures I	2	60	12		3	15
DA	111	Clinical Procedures Lab 1	2	60	6	15	6	27
DA	120	Dental Radiology I	1	30	6			6
DA	121	Dental Radiology Lab I	2	60	6	6	12	24
DA	131	Dental Materials Lab I	2	60		5	5	10
DA	113	Clinical Procedures Lab II	3	90	3	15	6	24
DA	118	Expanded Duties I	1	30		6	3	9
DA	123	Dental Radiology Lab II	2	60	3	3	3	9
DA	132	Dental Materials II	1	30		3	3	6
DA	133	Dental Materials Lab II	2	60	4	2	9	15
DA	150	Dental Office Procedures I	2	60	10	9	4	23
DA	115	Clinical Procedures Lab III	5	150		20	10	30
DA	119	Exp. Duties II	1	30	3	6		9
DA	125	Dental Radiology Lab III	2	60	3	3	3	9
DA	135	Dental Materials Lab III	2	60		2	3	5
DA	152	Dental Office Procedures II	2	60	8	12	9	29
DA	156	Ethics and Jurisprudence	1	30		5	15	20
		Totals	20	600	64	112	94	270
		Minimum for 1 yr certificate:			54	54	54	270
		Remaining to meet Min. Requirement:			0	0	0	0

<p align="center">**PORTLAND COMMUNITY COLLEGE**</p>

<p align="center">**Associate of Applied Science/Certificate**
Revision Request Form</p>

Current Degree/Certificate Title: Associate Of Applied Science in Management
Proposed Degree/Certificate Title: No change

Reason for Revision:
 The degree is updated to reflect a new course (BA 104 Business Math), 4 credit course converson (BA 226 Business Law), and allow our student more flexibilty.

Request Implementation Term: Summer 2007 - New Catalog

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
NA		NA

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?

☐ No ☐ Yes

If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?

☐ No ☒ Yes

If Yes, please list **ALL** current and proposed coursework:

Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	See attached grid	

Proposed

Course Number	Course Title	Credit
	See attached grid	

Total Number of Credits in Degree/Certificate:
Current Credits: 98 Credits / 93 2005-06
Proposed Credits: 92

Contact Information:
Submitted by: Diana Ellis
Contact e-mail: Diana Ellis

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

BA Management Degree - New			Current	
Required Business Courses			**Required Courses**	
		Credits		Credits
BA 104 Business Math - new course		**4**	**Math 30 Business Math**	**4**
BA 111 Introduction to Accounting		3	BA 101 Introduction to Business	4
BA 101 Introduction to Business		4	BA 111 Introduction to Accounting	3
BA 131 Computers in Business		4	CAS 121 Beginning Keyboarding	3
BA 205 Solving Communication Problems with Technology		4	WR 121 English Composition	4
BA 206 Management Fundamentals		3	BA 206 Management Fundamentals	3
BA 211 Principles of Accounting I		3	BA 211 Principles of Accounting I	3
BA 212 Principles of Accounting II		3	BA 238 Sales	3
BA 223 Principles of Marketing		3	OS 131 10-Key on Calculators	1
BA 224 Human Resource Management		3	BA 131 Computers In Business	4
BA 226 Business Law - change 3 to 4 credits		4	BA 203 Intro to International Business	3
BA 285 Human Relations-Organizations		3	BA 212 Principles of Accounting II	3
			BA 226 Business Law I	3
	Total	41	BA 250 Small Business Management	3
			BA 223 Principles of Marketing	3
Required Business Related Courses			EC 200 Introduction to Economics	4
			CAS 216 Word or CAS 170 Excel	3
CAS 121 Beginning Keyboarding or CAS 122		3	BA 205 Solving Communication Problems	
CAS 216 Beginning WORD or higher level		3	with technology	4
CAS 170 Beginning EXCEL or higher level		3	BA 213 Principles of Accounting III	3
EC 200 Introduction to Economics		4	BA 224 Human Resource Management	3
OS 131 Ten Key Calculator		1	BA 228 Computer Accounting Applications	3
WR 121		4	BA 222 Financial Management	3
			BA 285 Human Relations-Organizations	3
	Total	18	BA 280A Business Experience	3
			BA 280B Seminar	1
Required General Education	Total	12	Approved Business Electives	9
(EC 200 will count toward General Education)			General Education — EC 200 counts	12
			Total	98
Choose a minimum of 12 BA credits from the following list:				
BA 177 Payroll Accounting		3		

BA 203 Intro to International Business				3					
BA 207 Introduction to E-Commerce				3					
BA 213 Principles of Accounting III				3					
BA 218 Personal Finance				3					
BA 228 Computer Accounting Applications				3					
BA 238 Sales				3					
BA 239 Advertising				3					
BA 242 Investments				3					
BA 250 Small Business Management				3					
BA 280A Business Experience				3					
BA 280B Seminar				1					
			Total	12					
Choose a minimum of 9 credits from the following list									
CAS 109 Powerpoint				1					
CAS 111D Beginning Dreamweaver				3					
CAS 140 Beginning Access				3					
CAS 171 Intermediate Excel				3					
CAS 217 Intermediate WORD				3					
CAS 231 Publisher				3					
OS 240 Filing and Records Management				4					
			Total	9					
Total Degree Requirements				**92**					
Math 65 is required outside of the degree.									

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: One-Year Accounting Clerk Certificate
Proposed Degree/Certificate Title: One-Year Accounting Clerk Certificate

Reason for Revision:
 Reflect new course BA104 in the place of Mth30, delete BA 226 and require BA 212 in the program, and add more relevant course choices in the CAS and EC areas to allow more flexibility to students.

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?
☐ No ☒ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Please see grid attached	

Proposed

Course Number	Course Title	Credit
	Please see grid attached	

Total Number of Credits in Degree/Certificate:
   Current Credits: 49
   Proposed Credits: 49

Contact Information:
   Submitted by: Usha Ramanujam
   Contact e-mail: usha.ramanujam@pcc.edu

Next Steps:
   1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
      b. If needed, attach Related Instruction Form
      (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

ONE-YEAR ACCOUNTING CLERK CERTIFICATE (*Proposed*) – 49 credit hours

Current			Proposed		
First Term					
Course	**Course Title**	**Credits**	**Course**	**Course Title**	**Credits**
BA101	Introduction to Business	4	BA 101	Introduction to Business	4
MTH30	**Business Mathematics**	**4**	**BA 104**	**Business Mathematics**	**4**
BA111	Introduction to Accounting	3	BA 111	Introduction to Accounting	3[2]
CAS121	**Beginning Keyboarding**	**3**	**CAS121/ CAS122**	**Beginning Keyboarding/ Keyboarding for Speed and Accuracy**	**3[3]**
WR121	English Composition	4	WR121	English Composition	4
Total Credits		*18*	*Total Credits*		*18*
Second Term					
BA211	Principles of Accounting I	3	BA 211	Principles of Accounting I	3[1]
BA226	**Business Law I**	**3**	**BA 177**	**Payroll Accounting**	**3[1]**
OS131	10-key on Calculators	1	OS131	10-key on Calculators	1
BA205	**Solving Communication Problems w/Technology**	**4**	**BA 131**	**Computers in Business**	4
CAS216/ CAS170	**Beginning Word/ Beginning Excel**		**CAS170/ CAS171/ CAS216/ CAS217**	**Beginning Excel: WIN / Intermediate Excel: WIN/ Beginning Word: WIN/ Intermediate Word: WIN**	3[4]
Total Credits		*14*	*Total Credits*		*14*
Third Term					
BA131	**Computers in Business**	**4**	**BA205**	**Solving Communication Problems w/technology**	**4**
BA228	Computer Accounting Applications	3	BA 228	Computer Accounting Applications	3[1]
BA177	Payroll Accounting	3	BA212	Principles of Accounting II	3[1]
BA285	Human Relations Organizations	3	BA285	Human Relations Organizations	3
EC200	**Introduction to Economics**	**4**	**EC200/ EC 201/ EC202**	**Introduction to Economics/ Principles of Economics: Microeconomics/ Principles of Economics: Macroeconomics**	**4[5]**
Total Credits		*17*		*Total Credits*	*17*
Total Credits for the Program		*49*	*Total Credits for the Program*		*49*

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[1] Prerequisites for business courses are listed in the course description section.

[2] Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series BA 211 in the second term.

[3] Students who can touch type more than **40 words** a minute should substitute an approved business elective.

[4] Other software may substitute. Consult the Business Administration Department for further information.

[5] Students considering the AAS (Accounting) degree are recommended to consult the Business Administration Department for courses required in the AAS degree.

Template for Related Instruction in Certificates

1 Year Certificate		One-Year Accounting Clerk Certificate			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example: BKT	101	Basket Weaving Basics	3	90	6	12	8	26
BA	104	Business Mathematics	4	120	120			120
BA	205	Solving Communication Problem	3	90		90		90
BA	285	Human Relations Organizations3	3	90			90	90
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
Totals			0	0	120	90	90	300
Minimum for 1 yr certificate:					54	54	54	270
Remaining to meet Min. Requirement:					0	0	0	0

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Two-term Accelerated Accounting Certificate
Proposed Degree/Certificate Title: Two-term Accelerated Accounting Certificate

Reason for Revision:
 Reduce total number of credits in the program by deleting BA 210/CAS171, reflect new course BA104 in the place of Mth30, and add more relevant course choices in the CAS and WR areas to allow more flexibility to students.

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?

$\boxtimes$ No $\square$ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?
$\boxtimes$ No $\square$ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
$\square$ No $\boxtimes$ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Please see grid attached	

Proposed

Course Number	Course Title	Credit
	Please see grid attached	

Total Number of Credits in Degree/Certificate:
Current Credits: 33
Proposed Credits: 30-31

Contact Information:
Submitted by: Usha Ramanujam
Contact e-mail: usha.ramanujam@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

Two-term Accelerated Accounting Certificate *(Proposed)* **- 30-31 credit hours**

Current			Proposed		
First Term					
Course	Course Title	Credits	Course	Course Description	Credits
BA111	Introduction to Accounting	3	BA 111	Introduction to Accounting	3[1]
CAS170	**Beginning EXCEL:WIN**	**3**	**CAS170/ CAS171**	**Beginning Excel/ Intermediate Excel**	**3**
MTH30	**Business Mathematics**	**4**	**BA 104**	**Business Mathematics**	**4**
OS131	10-key on Calculators	1	OS131	10-key on Calculators	1
CAS121	**Beginning Keyboarding**	**3**	**CAS121/ CAS122**	**Beginning Keyboarding/ Keyboarding for Speed and Accuracy**	**3[2]**
CAS216	**Beginning Word: WIN**	**3**	**CAS216/ CAS217**	**Beginning Word/ Intermediate Word**	**3**
Total Credits		*17*	*Total Credits*		*17*
Second Term					
BA211	Principles of Accounting I	3	BA 211	Principles of Accounting I	3
BA210/ CAS171	**Advanced Accounting for Spreadsheet Applications/Intermediate Excel: WIN**	**3**			
BA177	Payroll Accounting	3	BA 177	Payroll Accounting	3[3]
WR90	**Writing 90**	**3**	**WR 90 / WR115/ WR121**	**Writing 90(3) / Introduction to Expository Writing(4)/ English Composition(4)**	**3-4**
BA228	Computer Accounting Applications	3	BA228	Computer Accounting Applications	3[3]
CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
Total Credits		*16*		*Total Credits*	*13-14*
Total Credits for the Program		*33*	*Total credits for the Program*		*30-31*

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[1] Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211.

[2] Students who can touch type more than **40 words** a minute should substitute an approved business elective.

[3] Prerequisites for business courses are listed in the course description section.

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Associate of Applied Science: Accounting
Proposed Degree/Certificate Title: Associate of Applied Science: Accounting

Reason for Revision:
Reduce total number of credits in the program, reflect new course BA 104 in the place of Mth30, 4 credit conversion of BA 226, delete BA 215 and require BA 177 in the program, and add more relevant course choices in the CAS and BA areas to allow more flexibility to students.

Request Implementation Term: Fall 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes:
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?

☒ No ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?
☐ No ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	**Course Title**	**Credit**
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	**Course Title**	**Credit**
	Please see grid attached	

Proposed

Course Number	**Course Title**	**Credit**
	Please see grid attached	

Total Number of Credits in Degree/Certificate:
  Current Credits: 95-97
  Proposed Credits: 90-92

Contact Information:
  Submitted by: Usha Ramanujam
  Contact e-mail: usha.ramanujam@pcc.edu

Next Steps:
  1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
     b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

ASSOCIATE OF APPLIED SCIENCE: ACCOUNTING (*Proposed*) - 90-92 credits

Current			Proposed		
Course	Course Title	Credits	Course	Course Title	Credits
First Term					
MTH30	**Business Mathematics**	**4**	**BA104**	**Business Mathematics**	**4**
BA111	Introduction to Accounting	3	BA 111	Introduction to Accounting	3[1]
OS131	10-key on Calculators	1	OS131	10-key on Calculators	1
WR121	English Composition	4	WR121	English Composition	4
CAS170	**Beginning Excel: WIN**	**3**	**CAS170/ CAS171**	**Beginning Excel: WIN/ Intermediate Excel: WIN**	**3**
	Total Credits	*15*		*Total Credits*	*15*
Second Term					
BA211	Principles of Accounting I	3	BA 211	Principles of Accounting I	3[2]
BA101	Introduction to Business	4	BA 101	Introduction to Business	4
CAS216	**Beginning Word: WIN**	**3**	**CAS216/ CAS217**	**Beginning Word: WIN/ Intermediate Word: WIN**	**3**
BA131	Computers in Business	4	BA131	Computers in Business	4
	Total Credits	*14*		*Total Credits*	*14*
Third Term					
BA206	Management Fundamentals	3	BA 206	Management Fundamentals	3
BA212	Principles of Accounting II	3	BA212	Principles of Accounting II	3[2]
EC202	**Principles of Economics: Microeconomics**	**4**	**EC201**	**Principles of Economics: Microeconomics**	**4[3]**
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
	Total Credits	*14*		*Total Credits*	*14*
Fourth Term					
BA226	**Business Law**	**3**	**BA 226**	**Business Law I**	**4**
BA213	Principles of Accounting III	3	BA 213	Principles of Accounting III	3[2]
BA228	Computer Accounting Applications	3	BA228	Computer Accounting Applications	3[2]
EC201	**Principles of Economics: Microeconomics**	**4**	**EC202**	**Principles of Economics: Macroeconomics**	**4[3]**
	Total Credits	*13*		*Total Credits*	*14*

Fifth Term					
BA215	**Basic Cost Accounting**	**3**	**BA177**	**Payroll Accounting**	**3[2]**
BA256	Income Tax	3	BA256	Income Tax	3
BA285	Human Relations Organizations	3	BA285	Human Relations Organizations	3
BA	BA Elective	3	BA	Approved Business Elective	3-4[4]
Gen Ed	General Education	4	Gen Ed	General Education(from Arts and Humanities)	4
BA210/ **BA280A & BA280B/ BA177**	**Advanced Accounting: Spreadsheet Applications/ CE: Business Experience & Seminar Payroll Accounting**	**3-4**			
	Total Credits	*19-20*		*Total Credits*	*16-17*
Sixth Term					
BA222	Financial Management	3	BA222	Financial Management	3[2]
BA240	**Governmental Accounting**	**3**	**BA240 Or BA242**	**Governmental Accounting Or Introduction to Investments**	**3[2]**
PHL202 or PHL209	Introduction to Philosophy: Elementary Ethics / Business Ethics	4	PHL202 or PHL209	Introduction to Philosophy: Elementary Ethics / Business Ethics	4
BA	**Business Elective**	**6-8**	**BA**	**Approved Business Elective**	**3-4[4]**
Gen Ed	General Education	4	Gen Ed	General Education(from Mathematics, natural, physical Sciences and Computer studies)	4
	Total Credits	*20-22*		*Total Credits*	*17-18*
Total Credits for the Program		*95-98*	*Total Credits for the Program*		*90-92*

---

[1] Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series BA 211 in the second term.

[2] Prerequisites for business courses are listed in the course description section.

[3] For the program a maximum of two courses may count toward 16 credits of General Education.

[4] Choose from list of approved business electives for Business Administration Programs.