

Degrees and Certificates

Agenda

March 14, 2007

Sylvania Campus, 2 pm

CC, Oak Room

2-3 pm

Approval of February's minutes

AS Degree Writing Requirement

Last 16 credits of AS, AAOT, AGS, and ASOT in Business degree requirement

Update on merging A/B and Gen Ed Lists and General Education Requirements for all degrees

New Business

3:00pm Machine Manufacturing Technology

Manufacturing Technician Certificate of Completion – New
25.5 credits

3:15 pm Computer Information Systems

Windows Network Security Certificate of Completion – New
36 credits

Linux/Unix Network Security Certificate of Completion – New
28 credits

Network Administration Certificate of Completion – New
16 credits

Microsoft Server Administration Certificate of Completion – New
24 credits

Linux Server Administration Certificate of Completion – New
16 credits

Web Application Development Certificate of Completion – New
16 credits

Oracle and SQL Certificate of Completion – New
12 credits

Java Application Programming Certificate of Completion – New
16 credits

Database Design and SQL Certificate of Completion – New
12 credits

VB.Net Application Programming Certificate of Completion – New
16 credits

3:30 pm Criminal Justice

Corrections Technician – New

Juvenile Corrections Certificate – Revision
Update Outcomes

Associate of Applied Science Criminal Justice - Revision
Update Outcomes

3:45 pm Aviation Science

Associate of Applied Science Aviation Science – Revision

4:00 pm Business Administration

Associate Applied Science Management – Revision

One-Year Accounting Clerk Certificate – Revision

Two-term Accelerated Accounting Certificate – Revision

Associate Applied Science Accounting – Revision

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: 25.5-credit Manufacturing Technician

Reason for New Degree/Certificate: Since 2004 PCC students have been earning 25.5-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 MMT Employer Advisory Board and Subject Area Curriculum committee. The Machine Manufacturing Department has identified the following benefits for creating this credential:

- A Certificate of Completion would carry more recognition with employers than the EST certificate
- 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 requiring foundational skills in machine manufacturing 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Gain an understanding of how to operate in, and maintain a safe work environment.• Fundamental understanding and application of common blueprint reading in a shop environment.• Given the necessary materials and information, the student will be able to identify geometric dimensioning symbols and interpret their use on common drawings per ASM Y14.5M - 1994 standard.• Solve trade related math calculations using general math, formulas and shop trigonometry to perform scope of work.• Calculate speed and feed information to operate tools and machinery as required.• Gain a basic working knowledge of layout tools and techniques.

- Operate drill presses, manual lathes, manual vertical milling machines, and various hand tools to produce a drill grinding gauge, ball peen hammer, and mill training block.
- Apply knowledge of basic and precision measuring tools to measure projects within specified print tolerances.
- Gain industry experience through participation in a cooperative education experience.

List Degree/Certificate Coursework:

Course Number	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
		1
MCH 100	Machine Tool Basics	1.5
MCH 105	Blueprint Reading I	1.5
MCH 110	Blueprint Reading II	3.5
MCH 115	Geometric Dimension/Tolerance	2
MCH 120	Machine Shop Math	4
MCH 121	Manufacturing Processes	1
MCH 125	Speeds and Feeds	2.5
MCH 130	Machine Shop Trigonometry	1.5
MCH 135	Basic Measuring Tools	1.5
MCH 145	Layout Tools	1.5
MCH 150	Precision Measuring Tools	4
MCH 280A	Cooperative Education	
Total Credits		25.5

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

Contact Information:

Submitted by: Pat Kraft
 Contact e-mail: pkraft@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Windows Network Security Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Microsoft Windows Network Security. It will serve students who are currently working in industry with Microsoft Windows Network Security knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the networking field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in Microsoft Windows Network Security.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Properly configure Microsoft Windows servers and workstations for a secure networking environment• Properly configure wired and wireless networking devices for a secure networking environment• Preserve Microsoft Windows computing devices so as not to compromise forensic data. Extract forensic data from computing devices.

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
CIS 140M	Operating Systems I: Microsoft	4
CIS 179	Data Communication Concepts I	4
CIS 189	Wireless Networking Security	4
CIS 240M	Managing a Windows Server Environment	4
CIS 284	Network Security	4
CIS 286	Computer Forensics	4
CIS287M	Windows Network Security	4
CIS288M	Windows IP networks & services	4
CIS289M	Windows Active Directory	4
Total Credits		36

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

Contact Information:

Submitted by: Mike Talbert
 Contact e-mail: mtalbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Linux/Unix Server Network Security Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Linux Network Security. It will serve students who are currently working in industry with networking Security knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the Linux Network Security field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in Linux Network Security.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Properly configure Linux or Unix servers and workstations for a secure networking environment• Properly configure wired and wireless networking devices for a secure networking environment• Preserve Linux or Unix computing devices so as not to compromise forensic data. Extract forensic data from computing devices.

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
CS 140U	Introduction to Unix	4
CIS 179	Data Communication Concepts I	4
CIS 189	Wireless Networking Security	4
CIS 240L	Linux Installation and Configuration	4
CIS 279L	Linux Network Administration	4
CIS 284	Network Security	4
CIS 286	Computer Forensics	4
Total Credits		28

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

Contact Information:

Submitted by: Mike Talbert
 Contact e-mail: mtalbert@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.
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PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Network Administration Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Network administration. It will serve students who are currently working in industry with networking knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the networking field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in network administration..

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Properly design and install a wired LAN, including all network devices. Physically connect servers and desktop computers.• Properly design and install a wireless LAN including all network devices, and make physical LAN connections for servers and desktop computers.• Integrate the Wireless LAN with the wired LAN.

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
CIS 179	Data Communication Concepts I	4
CIS 278	Data Communication Concepts II	4
CIS 188	Introduction to Wireless Networking	4
CIS 189	Wireless Networking Security	4
Total Credits		16

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

Contact Information:

Submitted by: Mike Talbert
Contact e-mail: mtalbert@pcc.edu

Next Steps:

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PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Microsoft Server Administration Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Microsoft Network administration. It will serve students who are currently working in industry with networking knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the networking field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in Microsoft Network administration.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Properly install Microsoft server software on an appropriately sized computer, configure the software for a simple server environment and connect it correctly to a physical network.• Manage a simple networking environment, effectively troubleshooting common problems, adding new users and attending to security concerns.

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
CS 140M	Operating Systems I: Microsoft	4
CIS 179	Data Communication Concepts I	4
CIS 240M	Managing a Windows Server Environment	4
CIS 288M	Microsoft Network Administration	4
CIS 287	Windows Network Security	4
CIS 289M	Microsoft Active Directory Administration	4
Total Credits		24

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

Contact Information:

Submitted by: Mike Talbert

Contact e-mail: mtalbert@pcc.edu

Next Steps:

1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
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PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Linux Server Administration Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Linux Network administration. It will serve students who are currently working in industry with networking knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the networking field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in Linux network administration.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Properly install Linux server software on an appropriately sized computer, configure the software for a simple server environment and connect it correctly to a physical network.• Manage a simple networking environment, effectively troubleshooting common problems, adding new users and attending to security concerns.

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
CS 140U	Introduction to UNIX	4
CIS 179	Data Communication Concepts I	4
CIS 240L	Linux Installation and Configuration	4
CIS 279L	Linux Network Administration	4
Total Credits		16

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

Contact Information:

Submitted by: Mike Talbert

Contact e-mail: mtalbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Web Application Development Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of Web development. It will serve students who are currently working in industry with knowledge about Web administration providing them with the formal training they need in the workplace. It will also provide students who wish to enter field of Web development a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in Web development.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Demonstrate an ability to understand user problems and implement solutions using PHP, HTML, DHTML, Javascript, ASP.NET, VB.NET and ADO.NET.

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
CIS 195	PHP Web Development I	4
CIS 233S	Internet Web Page Scripting	4
CIS 234S	Web Application Development	4
CIS 295	PHP Web Development II	4
Total Credits		16

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

Contact Information:

Submitted by: Mike Talbert
Contact e-mail: mtalbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Oracle and SQL Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of database administration. It will serve students who are currently working in industry with database knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the database field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in database administration.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Design, write and execute PL/SQL code.• Demonstrate an ability to fine tune an Oracle database.• Demonstrate an ability to respond to user problems with carefully thought out solutions.

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
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CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3
Total Credits		4

Course Number	Course Title	Credit
CIS 276	Advanced SQL	4
CIS 277O	Advanced Database Concepts – Oracle	4
CIS 277T	Oracle Forms/Reports Developer	4
Total Credits		12

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

Contact Information:

Submitted by: Mike Talbert
Contact e-mail: mtalbert@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.
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PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Java Application Programming Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year degree program. This certificate will allow students in the field of programming to change languages or to add a new language. It will also serve as an acknowledgement for students "testing the waters" to see if they like this field of study. These students would then be able to continue toward a two-year degree in CIS. Students who already have experience or a degree will be able to qualify for programming positions after completing this certificate.

Requested Implementation Term: Spring, 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Demonstrate Java programming ability• Demonstrate an ability to analyze customer requirements and design a software solution.• Demonstrate an ability to communicate potential software solutions to peers.

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
CIS122	Software Design	4
CIS 133J	Java programming I	4
CIS 233J	Java programming II	4
CIS 234J	Java Programming III	4
Total Credits		16

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

Contact Information:

Submitted by: Mike Talbert
 Contact e-mail: mtalbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Database Design and SQL Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year CIS degree. This certificate will acknowledge students for a significant study in the area of database administration. It will serve students who are currently working in industry with database knowledge providing them with the formal training they need in the workplace. It will also provide students who wish to enter the database field a relatively short path to their goal. Students who are working toward a two-year degree can use this certificate to indicate to potential employers a degree emphasis in database administration.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Demonstrate an ability to convey database design intentions using a database design tool.• Demonstrate an ability to convert user requests into SQL queries that provide users with what they need.• Demonstrate an ability to understand user needs and implement a database that solves all user requests.• Code and test SQL queries.

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
CIS 125D	Database Application Development	4
CIS 275D	Data Modeling and SQL Introduction	4
CIS 276	Advanced SQL	4
Total Credits		12

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

Contact Information:

Submitted by: Mike Talbert

Contact e-mail: mतालbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: VB.Net Application Programming Certificate of Completion

Reason for New Degree/Certificate: All courses are already included in our two-year degree program. This certificate will allow students in the field of programming to change languages or to add a new language. It will also serve as an acknowledgement for students "testing the waters" to see if they like this field of study. These students would then be able to continue toward a two-year degree in CIS. Students who already have experience or a degree will be able to qualify for programming positions after completing this certificate.

Requested Implementation Term: Spring 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Demonstrate VB.NET programming ability. • Demonstrate an ability to analyze customer requirements and design a software solution. • Demonstrate an ability to communicate potential software solutions to peers.

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
CIS 122	Software Design	4
CIS 133B	Introduction to VisualBasic.NET Programming	4
CIS 233B	Introduction Visual Basic.NET Programming	4
CIS 234B	Advanced Visual Basic.NET Programming	4
Total Credits		16

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

Contact Information:

Submitted by: Mike Talbert
Contact e-mail: mtalbert@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.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Corrections Technician

Reason for New Degree/Certificate: This certificate will give students the skills and knowledge needed for entry-level technical work in a correctional setting. This certificate identifies the first step in an educational pathway for the one-year Juvenile Corrections Certificate and the AAS in Criminal Justice degree. This certificate provides a credential to students who want to work in the field as they continue on their educational pathways. Almost all of the courses can be used for both the current AAS degree and Juvenile Corrections Certificate should the student choose to continue their education. It can also be marketed in the catalog.

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?

Yes No If No, explain This certificate has been validated by Career Pathways is the result of a joint effort between Career Pathways and Criminal Justice.

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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations.• Write clear and coherent reports using standard English conventions of grammar and style.• Use MS Office applications to create basic business documents.• Interview and communicate with clients in correctional settings while demonstrating sensitivity to their issues such as mental health and substance abuse.• Participate in the intake and release processes at both adult and juvenile facilities with an understanding of the different procedures involved.

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
CJA 100	Intro. to Criminal Justice Professions	3
CJA 101	Cultural Diversity in Criminal Justice Professions	3
CJA 113	Intro. to Criminal Justice System - Corrections	3
CJA 222	Intro. to Juvenile Process	3
CJA 263	Intro. to Corrections Casework	3
CJA 280A	Cooperative Education: Criminal Justice	3
CAS 133	Basic Computer Skills / MS Office	4
WR 121	English Compositon	4
Total Credits		26

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

Contact Information:

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

PORTLAND COMMUNITY COLLEGE

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

Current Degree/Certificate Title: Juvenile Corrections Certificate

Proposed Degree/Certificate Title: Same

Reason for Revision:

Update Outcomes

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
<ul style="list-style-type: none">• Develop JavaScript extensions to web pages• Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
Demonstrate professional competency so they are competitive in the criminal justice job market. <ul style="list-style-type: none">• Articulate needs and goals of the potential employing agencies.• Identify the components and needs of the community they serve.• Relate the history of criminal justice practices to contemporary policies.• Evaluate and respond appropriately to situations requiring legal, moral and ethical judgments.• Thoroughly analyze, debate and be able to differentiate between the "nature

- versus nurture” theories as they relate to violence and aggression.
- Articulate a general understanding of the structure and content of the articles of the U.S. constitution as well as the amendments.
 - Describe how organized crime affects society and the criminal justice process.
 - Demonstrate the basic skills of interviewing.
 - Demonstrate how to establish a professional relationship with the client.
 - Properly interview witnesses and subjects as well as document the data for court.
 - Demonstrate through role-play and discussion the Criminal Justice application process, interview schemes, and employee safeguards involved in public safety employment.
 - Identify different listening and documentation skills used with offenders.
 - Demonstrate appropriate courtroom demeanor and oral recitation skills in front of a group.

Does Revision involve changing Degree/Certificate Outcomes?

No Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
<ul style="list-style-type: none"> • Observe, record and evaluate youth behavior and performance with an understanding of psychology principles and the effects that substance abuse may have had on their lives. • Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations. • Manage custody of juveniles with a comprehension of policies, laws and procedures. • Participate and contribute as a team member in youth treatment programs and rehabilitation. • Write clear and coherent reports using standard English conventions of grammar and style. • Use MS Office applications to create basic business documents.

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: 47

Proposed Credits: same

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.
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.
3. Staple signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of Associate of Applied Science/Certificate Revision 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

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

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

Proposed Degree/Certificate Title: Same

Reason for Revision:

Update Outcomes

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
<ul style="list-style-type: none"> • Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none"> • Demonstrate professional competency so they are competitive in the criminal justice job market. • Articulate needs and goals of the potential employing agencies. • Identify the components and needs of the community they serve. • Relate the history of criminal justice practices to contemporary policies. • Evaluate and respond appropriately to situations requiring legal, moral and ethical judgments. • Thoroughly analyze, debate and be able to differentiate between the "nature

versus nurture” theories as they relate to violence and aggression.

- Articulate a general understanding of the structure and content of the articles of the U.S. constitution as well as the amendments.
- Describe how organized crime affects society and the criminal justice process.
- Demonstrate the basic skills of interviewing.
- Demonstrate how to establish a professional relationship with the client.
- Properly interview witnesses and subjects as well as document the data for court.
- Demonstrate through role-play and discussion the Criminal Justice application process, interview schemes, and employee safeguards involved in public safety employment.
 - Identify different listening and documentation skills used with offenders.
 - Demonstrate appropriate courtroom demeanor and oral recitation skills in front of a group.

Does Revision involve changing Degree/Certificate Outcomes?

No Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
<ul style="list-style-type: none">• Prepare quality reports of investigations in a manner that communicates concise and factual information and is capable of withstanding courtroom scrutiny.• Conduct searches and seizures in a manner that complies with statutory and constitutional requirements.• Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations.• Carry out criminal investigations using effective and legal interrogation techniques.• Manage initial custody of adults and juveniles with an understanding of differing procedures.<ul style="list-style-type: none">• Recognize behaviors during encounters with individuals that indicate substance abuse or mental health issues.

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: 100

Proposed Credits: same

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.
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.
3. Staple signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of Associate of Applied Science/Certificate Revision 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

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

Current Degree/Certificate Title: Aviation Science (both airplane and helicopter)

Proposed Degree/Certificate Title: Same

Reason for Revision:

Split AVS-147 Aircraft Systems and Structures (4 credits) into two (3 credits each) courses: AVS-157 Aircraft Systems & Structures I: Airframe and AVS-167 Aircraft Systems & Structures II: Powerplant. This is in response to instructor and student feedback and the last program review.

Request Implementation Term: 200704

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: (REQUIRED whether or not Outcomes are changing)

Sample

Current Degree/Certificate Outcome
<ul style="list-style-type: none"> Develop JavaScript extensions to web pages Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none"> Note: These outcomes are currently under review for modification. In addition to PCC's Core Outcomes, prior to graduation from the Aviation Science program students will: <ul style="list-style-type: none"> Earn FAA certificates and ratings appropriate to the pilot career they seek. For Airplane:

- Commercial Pilot certificate with airplane single- and multi-engine and instrument airplane ratings.
- Flight Instructor certificate with airplane single- and multi-engine and instrument airplane ratings (If Flight Instructor specialization is chosen).
- For Helicopter:
- Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating
- Flight Instructor Rating with Rotorcraft Helicopter rating.
- Gain additional knowledge and skills related to the aviation industry and acting as a professional pilot that are above and beyond the FAA certification requirements and will allow them to be safer, more effective pilots and be competitive in the pilot job market.
- Explore areas in math, writing, general education and approved elective course work that will allow them to function more effectively as an aviation employee and/or continue their education towards advanced degrees.

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
AVS-147	Aircraft Systems and Structures	4

Proposed

Course Number	Course Title	Credit
---------------	--------------	--------

AVS-157	Aircraft Systems & Structures I: Airframe	3
AVS-167	Aircraft Systems & Structures II: Powerplant	3

Total Number of Credits in Degree/Certificate:

Current Credits: 90

Proposed Credits: 90

Contact Information:

Submitted by: Larry Altree

Contact e-mail: laltree@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.
3. Staple signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of Associate of Applied Science/Certificate Revision 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

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

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 conversion (BA 226 Business Law), and allow our student more flexibility.

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
<ul style="list-style-type: none">Develop JavaScript extensions to web pagesUpload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none">

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						
<u>Required Business Courses</u>				<u>Required Courses</u>						
				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	
<u>Required Business Related Courses</u>					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	
<u>Required General Education</u>				Total	12	Approved Business Electives				9
(EC 200 will count toward General Education)						General Education				12
						EC 200 counts				12
						Total				98
<u>Choose a minimum of 12 BA credits from the following list:</u>										
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			
<i>Choose a minimum of 9 credits from the following list</i>										
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.										

PORTLAND COMMUNITY COLLEGE

**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
<ul style="list-style-type: none">Develop JavaScript extensions to web pagesUpload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none">

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	3³
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	3¹
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	3⁴
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	4⁵
Total Credits		17	Total Credits		17
Total Credits for the Program		49	Total Credits for the Program		49

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.

PORTLAND COMMUNITY COLLEGE

**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
<ul style="list-style-type: none">Develop JavaScript extensions to web pagesUpload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none">

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: 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	3²
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

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.

PORTLAND COMMUNITY COLLEGE

**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
<ul style="list-style-type: none">Develop JavaScript extensions to web pagesUpload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none">

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
	<i>Total Credits</i>	<i>15</i>		<i>Total Credits</i>	<i>15</i>
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
	<i>Total Credits</i>	<i>14</i>		<i>Total Credits</i>	<i>14</i>
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	4³
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
	<i>Total Credits</i>	<i>14</i>		<i>Total Credits</i>	<i>14</i>
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	4³
	<i>Total Credits</i>	<i>13</i>		<i>Total Credits</i>	<i>14</i>

Fifth Term					
BA215	Basic Cost Accounting	3	BA177	Payroll Accounting	3²
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	3²
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	3-4⁴
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.

²Prerequisites 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.