Degrees and Certificates
Agenda
April 2, 2008 2pm-4pm
Sylvania CC Conference Room A

2:00

Overview and Minutes

New Business:

2:15 Informational: Karen Jones - Dual Credit

2:30 Informational: Andrew Rosseler - Pathways

2:45 Lori Bates – (New) AAS Industrial Maintenance

(New) 1yr Certificate-Industrial Maintenance

(New) Less than One-Year Career Pathways Certificate-Industrial Maintenance

3:00: Verna Reardon- (New) Less than One-Year Certificate Virtual Assistant

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Industrial Maintenance Technology (Associate of Applied Science)

Reason for New Degree/Certificate: Local Industry request for Hampton and Stimson sawmills plus interest from other organizations

Requested Implementation Term: Fall 2008

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
Building on the concepts, understandings, and applications gained through achievement of certificates, students who successfully complete this degree will be able to: * Integrate scientific and mathematical concepts in diagnosis and repair of industrial equipment. * Apply scientific and mathematical concepts as well as technological applications in the improvement of work process and production efficiencies in a work place. * Apply concepts from communication and personality disciplines to aid team building process and product improvement as well as assist in other life roles.

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
MTH 65*	Introductory Algebra	4
WR 121*	English Composition	4
CIS 120	Computer Concepts 1	4
SP 111	Public Speaking	4
PSY 101	Psychology and Human Relations	4
BI 101-103	Biology (PCC) complete one course of the sequence	4
HE 125	First Aid & Industrial Safety	3
IMT 102	Industrial Safety (OSHA)	3
IMT 104	Rigging	3
IMT 105	Industrial Hydraulics I	3
IMT 115	Basic Electricity/Electronics	3
WLD 111	SMAW (E7024) & Oxy-acetylene Cutting	4
WLD 102	Blueprint Reading	4
IMT 118	Bearings, Seals & Lubrication	3
IMT 120	Drive Systems	3
IMT 200	Pumps & Valves	3
IMT 209	Pipe Fitting	3
MCH 121	Manufacturing Processes 1	4
IMT 204	Pneumatics	2
IMT 220	Proportional Hydraulics	3
IMT 222	Statistical Process Control Applications	3
IMT 230	Techniques of Preventive Maintenance	3
IMT 250	Control Systems	3
IMT 100	Fundamentals of Industrial Measurement	3
IMT 240	Instrument Calibration	3
MCH 220	Manufacturing Processes II	4
Electives	As Needed to Reach 90 credits for AAS	7 - 11
	*Do not need to enroll in this course simply demonstrate proficiency through test or enrollment that uses these courses as prerequisite.	
Total Credits		90

For <u>New Certificate's of 45 credits or more</u>: 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 Machine/manufacturing courses to be used and asked SAC chair to assist with program.

Contact Information:

Submitted by: Lori Gates/Fred Smith
Contact e-mail: Gates@TillamookBay.cc/Smith@TillamookBay.cc

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: IMT @ TBCC
SIGNATURE FORM

Fred W. Smith _____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC CHAIR (signature indicates full SAC approval)

3/20/08
DATE

_____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC ADMINISTRATIVE SUPPORT

3/20/08
DATE

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, Rock Creek Campus 5/114 via campus mail.

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
DEAN OF INSTRUCTION

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
CAMPUS PRESIDENT

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC COMMITTEE CHAIR

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
PRESIDENT

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
VICE PRESIDENT for ACADEMIC and STUDENT AFFAIRS

_____ _____
DATE IMPLEMENTATION TERM

**Indicate Reason(s):

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Industrial Maintenance Technology
(45 Credits -- One Year Certificate)

Reason for New Degree/Certificate: Local Industry request for Hampton and Stimson sawmills plus interest from other organizations

Requested Implementation Term: Fall 2008

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
Building on the concepts, understandings, and applications gained in the less than one-year certificate. * Apply concepts gained in composition to develop and present public presentations in professional settings. * Use concepts of the scientific and mathematical method in areas ranging from biological and physical sciences to applications of electrical theory, rigging and hydraulics commonly used in modern world class manufacturing. * Apply various theories of interpersonal and individual relationships and constructive team participation in work situations where common goals exist.

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
MTH 65*	Introductory Algebra	4
WR 121*	English Composition	4
CIS 120	Computer Concepts 1	4
SP 111	Public Speaking	4
PSY 101	Psychology and Human Relations	4
BI 101-103	Biology complete one course of the sequence	4
HE 125	First Aid & Industrial Safety	3
IMT 102	Industrial Safety (OSHA)	3
IMT 104	Rigging	3
IMT 105	Industrial Hydraulics I	3
IMT 115	Basic Electricity/Electronics	3
WLD 111	SMAW (E7024) & Oxy-acetylene Cutting	4
WLD 102	Blueprint Reading	4
	Electives from AAS technical core or academic prerequisites	6
	*Do not need to enroll in this course simply demonstrate proficiency through test or enrollment that uses these courses as prerequisite.	
Total Credits		45-53

For <u>New Certificate's of 45 credits or more</u>: 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 Machine/manufacturing courses to be used and asked SAC chair to assist with program.

Contact Information:

Submitted by: Lori Gates/Fred Smith
Contact e-mail: Gates@TillamookBay.cc/Smith@TillamookBay.cc

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 CERTIFICATE: IMT @ TBCC
SIGNATURE FORM

Fred W. Smith _____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC CHAIR (signature indicates full SAC approval)

3/20/08
DATE

_____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC ADMINISTRATIVE SUPPORT

3/20/08
DATE

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, Rock Creek Campus 5/114 via campus mail.

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
DEAN OF INSTRUCTION

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
CAMPUS PRESIDENT

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC COMMITTEE CHAIR

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
PRESIDENT

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
VICE PRESIDENT for ACADEMIC and STUDENT AFFAIRS

_____ _____
DATE IMPLEMENTATION TERM

**Indicate Reason(s):

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Industrial Maintenance Technology (Associate of Applied Science)

Reason for New Degree/Certificate: Local Industry request for Hampton and Stimson sawmills plus interest from other organizations

Requested Implementation Term: Fall 2008

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
Building on the concepts, understandings, and applications gained through achievement of certificates, students who successfully complete this degree will be able to: * Integrate scientific and mathematical concepts in diagnosis and repair of industrial equipment. * Apply scientific and mathematical concepts as well as technological applications in the improvement of work process and production efficiencies in a work place. * Apply concepts from communication and personality disciplines to aid team building process and product improvement as well as assist in other life roles.

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
MTH 65*	Introductory Algebra	4
WR 121*	English Composition	4
CIS 120	Computer Concepts 1	4
SP 111	Public Speaking	4
PSY 101	Psychology and Human Relations	4
BI 101-103	Biology (PCC) complete one course of the sequence	4
HE 125	First Aid & Industrial Safety	3
IMT 102	Industrial Safety (OSHA)	3
IMT 104	Rigging	3
IMT 105	Industrial Hydraulics I	3
IMT 115	Basic Electricity/Electronics	3
WLD 111	SMAW (E7024) & Oxy-acetylene Cutting	4
WLD 102	Blueprint Reading	4
IMT 118	Bearings, Seals & Lubrication	3
IMT 120	Drive Systems	3
IMT 200	Pumps & Valves	3
IMT 209	Pipe Fitting	3
MCH 121	Manufacturing Processes 1	4
IMT 204	Pneumatics	2
IMT 220	Proportional Hydraulics	3
IMT 222	Statistical Process Control Applications	3
IMT 230	Techniques of Preventive Maintenance	3
IMT 250	Control Systems	3
IMT 100	Fundamentals of Industrial Measurement	3
IMT 240	Instrument Calibration	3
MCH 220	Manufacturing Processes II	4
Electives	As Needed to Reach 90 credits for AAS	7 - 11
	*Do not need to enroll in this course simply demonstrate proficiency through test or enrollment that uses these courses as prerequisite.	
Total Credits		90

For <u>New Certificate's of 45 credits or more</u>: 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 Machine/manufacturing courses to be used and asked SAC chair to assist with program.

Contact Information:

Submitted by: Lori Gates/Fred Smith
Contact e-mail: Gates@TillamookBay.cc/Smith@TillamookBay.cc

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: IMT @ TBCC
SIGNATURE FORM

Fred W. Smith _____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC CHAIR (signature indicates full SAC approval)

3/20/08
DATE

_____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC ADMINISTRATIVE SUPPORT

3/20/08
DATE

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, Rock Creek Campus 5/114 via campus mail.

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
DEAN OF INSTRUCTION

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
CAMPUS PRESIDENT

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC COMMITTEE CHAIR

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
PRESIDENT

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
VICE PRESIDENT for ACADEMIC and STUDENT AFFAIRS

_____ _____
DATE IMPLEMENTATION TERM

**Indicate Reason(s):

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Industrial Maintenance
(Less Than 45 credits -- Less Than One Year Certificate)

Reason for New Degree/Certificate: Local Industry request for Hampton and Stimson sawmills plus interest from other organizations

Requested Implementation Term: Fall 2008

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
* Apply collegiate level thought processes in writing and computer literacy as necessary in the workplace. * Apply OSHA certified practices as well as Red Cross safety and first aid procedures to insure a safe working environment. * Use Blueprints and techniques of SMAW to make repairs and build equipment in industrial settings.

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
MTH 65*	Introductory Algebra	4
WR 121*	English Composition	4
CIS 120	Computer Concepts 1	4
HE 125	First Aid & Industrial Safety	3
IMT 102	Industrial Safety (OSHA)	3
WLD 111	SMAW (E7024) & Oxy-acetylene Cutting	4
WLD 102	Blueprint Reading	4
	*Do not need to enroll in this course simply demonstrate proficiency through test or enrollment that uses these courses as prerequisite.	
Total Credits		18-26

For <u>New Certificate's of 45 credits or more</u>: 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 Machine/manufacturing courses to be used and asked SAC chair to assist with program.

Contact Information:

Submitted by: Lori Gates/Fred Smith

Contact e-mail: Gates@TillamookBay.cc/Smith@TillamookBay.cc

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 CERTIFICATE: INDUSTRIAL MAINTENANCE @ TBCC
SIGNATURE FORM

Fred W. Smith _____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC CHAIR (signature indicates full SAC approval)

3/20/08
DATE

_____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC ADMINISTRATIVE SUPPORT

3/20/08
DATE

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, Rock Creek Campus 5/114 via campus mail.

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
DEAN OF INSTRUCTION

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
CAMPUS PRESIDENT

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC COMMITTEE CHAIR

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
PRESIDENT

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
VICE PRESIDENT for ACADEMIC and STUDENT AFFAIRS

_____ _____
DATE IMPLEMENTATION TERM

**Indicate Reason(s):

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Industrial Maintenance
(Less Than 45 credits -- Less Than One Year Certificate)

Reason for New Degree/Certificate: Local Industry request for Hampton and Stimson sawmills plus interest from other organizations

Requested Implementation Term: Fall 2008

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
* Apply collegiate level thought processes in writing and computer literacy as necessary in the workplace. * Apply OSHA certified practices as well as Red Cross safety and first aid procedures to insure a safe working environment. * Use Blueprints and techniques of SMAW to make repairs and build equipment in industrial settings.

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
MTH 65*	Introductory Algebra	4
WR 121*	English Composition	4
CIS 120	Computer Concepts 1	4
HE 125	First Aid & Industrial Safety	3
IMT 102	Industrial Safety (OSHA)	3
WLD 111	SMAW (E7024) & Oxy-acetylene Cutting	4
WLD 102	Blueprint Reading	4
	*Do not need to enroll in this course simply demonstrate proficiency through test or enrollment that uses these courses as prerequisite.	
Total Credits		18-26

For <u>New Certificate's of 45 credits or more</u>: 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 Machine/manufacturing courses to be used and asked SAC chair to assist with program.

Contact Information:

Submitted by: Lori Gates/Fred Smith

Contact e-mail: Gates@TillamookBay.cc/Smith@TillamookBay.cc

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 CERTIFICATE: INDUSTRIAL MAINTENANCE @ TBCC
SIGNATURE FORM

Fred W. Smith _____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC CHAIR (signature indicates full SAC approval)

3/20/08
DATE

_____ RECOMMENDED (X) NOT RECOMMENDED** ( )
SAC ADMINISTRATIVE SUPPORT

3/20/08
DATE

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, Rock Creek Campus 5/114 via campus mail.

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
DEAN OF INSTRUCTION

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
CAMPUS PRESIDENT

_____
DATE

_____ RECOMMENDED ( ) NOT RECOMMENDED** ( )
EAC COMMITTEE CHAIR

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
PRESIDENT

_____
DATE

_____ APPROVED ( ) NOT APPROVED** ( )
VICE PRESIDENT for ACADEMIC and STUDENT AFFAIRS

_____ _____
DATE IMPLEMENTATION TERM

**Indicate Reason(s):

Template for Related Instruction in Certificates

1 Year Certificate — Industrial Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
Example: BKT	*101*	*Basket Weaving Basics*	*3*	*90*	*6*	*12*	*8*	***26***
				0				*No RI*
MTH	65 or higher	Introductory Algebra - 2nd Term	4	120	X			*No RI*
WR	121 or higher	English Composition	4	120		X		*No RI*
PSY	101	Psychology and Human Relation	4	120			X	*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**	**0**	**0**	**0**	**0**
Minimum for 1 yr certificate:					54	54	54	**270**
Remaining to meet Min. Requirement:					54	54	54	270

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Virtual Assistant Certificate

Reason for New Degree/Certificate: This degree will meet the increasing demands for virtual assistants worldwide.

Requested Implementation Term: W '09

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
• Create and market a viable virtual home-based business. • Use technological skills to contract office support to entrepreneurs, businesses, and organizations. • Use critical thinking and problem solving to effectively communicate with clients. • Exhitbit people skills to deal effectively with a variety of personalities and diverse individuals utitlizing the virtual office environment. • Create a virtual community. • Manage equipment, supplies, and other resources to maintain office efficiency. • Apply planning and time management principles to accomplish workplace efficiency and achieve business objectives.

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
CAS 246	Integrated Computer Projects	4
BA 205	Solving Business Problems with Technology	4
BA 111	Introduction to Accounting	3
CAS 111D	Beginning Web Site	3
OS 250	Creating a Virtual Office	4
OS 251	Virtual Office Concepts	4
OS 280F	Work Study--Coop	4
OS 280G	Work Study--Seminar	1
Total Credits		27

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 I spoke with BA SAC co-chair Nancy Wilder and BA SAC member Diana Ellis. They do not see a conflict or any problems. BA will see an increase in enrollment.

Contact Information:

Submitted by: Verna Reardon
Contact e-mail: vreardon@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.