DEGREES AND CERTIFICATE AGENDA
May 7, 2008

Old Business:

2:00 Overview of April minutes

2:15 (New) Certificate-Virtual Assistant-Verna Reardon

2:30 (New) Certificate of Completion-Solar Voltaic Manufacturing Technology-Dorina Cornea-Hasegan

3:00

3:15

3:30

3:45

4:00

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PORTLAND COMMUNITY COLLEGE

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

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Proposed Degree/Certificate Title: Virtual Assistant Certificate

Reason for New Degree/Certificate: This certificate 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.

Computer Applications and Office Systems

This program is designed for the highly skilled, self-directed administrative assistant. Students learn the necessary skills to develop a virtual office that provides administrative support and technical services for the rapidly changing global business environment.

Recommended

Students must be competent with composition and math skills, word processing, spreadsheet, formatting, filing, and editing skills for common office documents. Browser navigation, searching the web, and file management skills are also essential to be successful in this program. Recommended classes to obtain these skills: WR 121, MTH 20, CAS 104, CAS 133, CAS 170, CAS 216, OS 120, OS 240, OS 245, BA 101, BA 131. Because of the entrepreneurial nature of Virtual Assistants, students should be independent learners who use time management skills to accomplish tasks. It is highly recommended students have a minimum of two years' work experience in an office related field, such as administration, medical, insurance, web design, etc.

Certificate Requirements

Students must pass all courses with letter grades of a C or better.

Virtual Assistant Certificate

First Term

	Course	Cr.
BA 205	Solving Bus. Prob.	4
CAS 111D	Beg. Web Site	3
CAS 246	Integrated Computer Projects	4
OS 250	Creating a Virtual Office	4
Total Term Credits		15

Second Term

	Course	Cr.
BA 111	Intro. To Accounting	3
OS 251	Virtual Office Concepts	4
OS 280F	Coop	4
OS 280G	Seminar	1
Total Term Credits		12

Total Certificate Credits		27

CAS 111D and CAS 246 are prerequisites or concurrent enrollment in OS 250

OS 250 is a prerequisit for enrollment in OS 251

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

Proposed Degree/Certificate Title: COC in Solar Voltaic Manufacturing Technology

Reason for New Degree/Certificate: The solar cell manufacturing industry is booming in Portland, there are at least two strong, new companies (SolarWorld and Solaicx) that contacted us with requests for specilaized eduaction in this field. The proposed COC would satisfy their hiring needs for entry level operator positions, and ideally lead to transition into the AAS Solar Voltaic Manufacturing (designed for technicain positions in the solar industry).

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
• Monitor and troubleshoot manufacturing process of solar cells.
• Communicate effectively with colleagues, supervisors and vendors.

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
CH 104	General Chemistry	5
WR 115	English Composition	4
MT 101+102+104	Intro to Solar Cell Manufacturing I, II, and III	3
MT 90	Basic Electronics	3
MT 121	Digital Circuits I	3
Total Credits		21

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: Dorina Cornea
Contact e-mail: dcorneah@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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