

January Degrees and Certificates Agenda
January 19, 2011
2pm-4pm
CC Conference Room A

Old Business

Review of January 12, 2011 DAC minutes

New Business

2:00 Informational: Related instruction in AAS degrees: Kendra and Susanne

2:30 Revision: Microelectronics: Solar Voltaic Manufacturing Technology AAS: Dorina

Cornea: Course number and title change

Revision: Microelectronics: Solar Voltaic Manufacturing Technology Career Pathway Certificate Course number and title change

2:45 Revision: Gerontology AAS: Jan Abushakrah: Revising program elective options; moving core courses to electives list

3:00 Revision: Landscape Technology: Landscape Management Certificate: Elizabeth

Brewster: Revising related instruction

Revision: Landscape Technology: Landscape Design Certificate: Elizabeth

Brewster: Revising related instruction

Revision: Landscape Technology: Landscape Construction Certificate: Elizabeth

Brewster: Revising related instruction

3:30 Revision: CAS/OS: Administrative Assistant AAS: Barb Kaufman: Remove second writing requirement and increase number of electives.

Revision: CAS/OS: Administrative Assistant Certificate: Barb Kaufman: Revise electives statement for the advising purposes and for catalog.

3:45 Consent Agenda:

Residential Structural and Mechanical Inspection and Plans Examination

Certificate: Suspension



**ASSOCIATE OF APPLIED SCIENCE
DEGREE
REVISION REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	MT Option: Solar Voltaic Manufacturing Technology	Proposed Title:	MT Option: Solar Voltaic Manufacturing Technology
Current Credits:	100	Proposed Credits:	100
Overview and rationale for proposed changes:	In order to maintain the "career pathway" format we need to align the Solar COC course list to the Solar Degree course list. The changes in the name and number of MT 90 course have to be reflected in the degree also.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<p>1. Course title and number change: from existing MT 90 Basic Electronics to proposed <u>MT 109 Intro to Electronics and Instrumentation</u></p> <p>Note: The course number and title change was approved by the Curriculum Committee December 2010.</p>		

SECTION # 2 PREREQUISITES AND OUTCOMES

All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	No change		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
	No change	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
MTH 95	Intermediate Algebra	4	MTH 95	Intermediate Algebra	4

WR 121	English Composition	4	WR 121	English Composition	4
MT 101	Introduction to Semiconductor Devices	1	MT 101	Introduction to Semiconductor Devices	1
MT 102	Introduction to Semiconductor Manufacturing	1	MT 102	Introduction to Semiconductor Manufacturing	1
MT 104	Introduction to Solar Voltaic Process	1	MT 104	Introduction to Solar Voltaic Process	1
MT 90	Basic Electronics	3	MT 109	Intro to Electronics and Instrumentation (new title and number)	3
MT 111	Electric Circuits and Devices I	4	MT 111	Electric Circuits and Devices I	4
CH 100	Fundamentals for Chemistry	4	CH 100	Fundamentals for Chemistry	5
MTH 111	College Algebra for Math, Science and Engineering	5	MTH 111	College Algebra for Math, Science and Engineering	5
MT 112	Electric Circuits and Devices II	4	MT 112	Electric Circuits and Devices II	4
MTH 243	Statistics I	4	MTH 243	Statistics I	4
MT 121	Digital Systems I	3	MT 121	Digital Systems I	3
MT 122	Digital Systems II	3	MT 122	Digital Systems II	3
MT 113	Electric Circuits and Devices III	4	MT 113	Electric Circuits and Devices III	4
SP 130	Business and Professional Speech Communication	4	SP 130	Business and Professional Speech Communication	4
SP 215	Small Group Communication: Process and Theory	4	SP 215	Small Group Communication: Process and Theory	4
WR 227	Technical Writing	4	WR 227	Technical Writing	4
PHY 201	General Physics	4	PHY 201	General Physics	4
MT 222	Quality Control Methods in Manufacturing	3	MT 222	Quality Control Methods in Manufacturing	3
MT 224	Process Equipment I	3	MT 224	Process Equipment I	3
MT 223	Vacuum Technology	3	MT 223	Vacuum Technology	3
MT 240	RF Plasma Technology	3	MT 240	RF Plasma Technology	3
MT 227	Process Equipment II	3	MT 227	Process Equipment II	3

PHY 202	General Physics	4	PHY 202	General Physics	4
MT 228	Process Equipment III	4	MT 228	Process Equipment III	4
MT 200	Semi Conductor Processing	3	MT 200	Semi Conductor Processing	3
PHY 203	General Physics	4	PHY 203	General Physics	4
Gen Ed	General Education	8	Gen Ed	General Education	8
MT 180	High Tech Employment Strategies (approved by DAC in October)	1	MT 180	High Tech Employment Strategies	1
	Credit Total	100		Total	100

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of the base degree:		Microelectronics Technology	
If yes, name of career pathway(s) or related certificate	Solar voltaic Manufacturing Technology Certificate		Requested implementation date:	As soon as approved.	
Submitted By:	Dorina Cornea				
Email:	dcorneah@pcc.edu				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC - 4th floor via campus mail.



**CERTIFICATE
REVISION REQUEST
FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu**

**Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Solar Voltaic Manufacturing Technology Certificate	Proposed Title:	same
Current Credits:	14	Proposed Credits:	same
Overview and rationale for proposed changes:	As originally designed, the COC in Solar Voltaic Manufacturing technology did not have the minimum required of 12-100 level credits. At the last D&C review, a recommendation to correct that was made, and the suggestion was to rename /redesigned the MT 90 course, making it a 100 level. The result is that all courses in the certificate are collegiate level. Change in outcomes.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<p>1. Course title and number change: existing MT 90-Basic Electronics-- proposed MT 109 Intro to Electronics and Instrumentation</p> <p>Note: The course number and title change was approved by the Curriculum Committee in December 2010.</p>		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

Does the revision involve changing certificate prerequisites?		
--	--	--

Current Prerequisites		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	MTH 65 and WR 115 competency		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
	same		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
<i>Monitor and troubleshoot the solar cells manufacturing process.</i>		Critical Thinking & Problem Solving	
<i>Communicate effectively with colleagues and vendors.</i>		Communications	
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
<i>Monitor and troubleshoot the solar cells manufacturing process.</i>		Critical Thinking & Problem Solving	
<i>Communicate effectively with colleagues and vendors.</i>		Communications	
<i>Demonstrate Community and Environmental Responsibility</i>		Community & Environmental Responsibility	

Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
CH100	Fundamentals for Chemistry	4	CH100	Fundamentals of Chemistry	4
MT104	Introduction to Solar Voltaic Process	1	MT104	Introduction to Solar Voltaic Process	1
MT101	Introduction to Semiconductor Manufacturing	1	MT101	Introduction to Semiconductor Manufacturing	1
MT102	Introduction to Semiconductor Devices	1	MT102	Introduction to Semiconductor Devices	1
MT 90	Basic Electronics	3	MT 109	Intro to Electronics and Instrumentation (new title and number)	3
MT121	Digital Systems I	3	MT 121	Digital Systems I	3
MT 180	High Tech Employment Strategies	1	MT 180	High Tech Employment Strategies	1
	Credit total	14		Credit total	14

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	AAS in Solar Voltaic Manufacturing Technology	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how?	The existing MT 90 course will become MT 109, no change in the number of credits or program outcomes.		
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Submitted by:	Dorina Cornea
Email:	dcorneah@pcc.edu
Phone:	7626

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.



**ASSOCIATE OF APPLIED SCIENCE
DEGREE
REVISION REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Gerontology Associate of Applied Science Degree	Proposed Title:	No Change
Current Credits:	90 credits	Proposed Credits:	No Change
Overview and rationale for proposed changes:	Changes include removing 2 courses from the Core Courses and adding 2 courses to Gerontology Program Electives, increasing Program and CAS Electives, and specifying 8 Program Elective credits as Social Science General Education, including 4 credits with Cultural Literacy Designation.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. Move SOC204 and SOC213 from Core Courses to Program Electives 2. Increase # of Gerontology Program Electives to 34: 8 credits of Social Sciences General Education courses, 4 credits of the 8 must have Cultural Literacy Designation 3. Add to Program Electives: SOC204, SOC213, HE113 and SP111. 4. Add to CAS Elective Options: CAS111D or CAS 111E Basic Web Site Design (Dreamweaver or Expression) and CAS232 Desktop Publishing: InDesign		

SECTION # 2 PREREQUISITES AND OUTCOMES

All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
Apply skills and knowledge to effective work with and for elders as a gerontology professional, and as a family and community member		1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
Use gerontological research and theories to plan, implement, and contribute to programs, policies, and social change strategies for and with elders in professional, institutional and community settings		1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
Communicate, collaborate, and access appropriate resources, while working with other professionals and with diverse stakeholders		1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence

	6. Self-Reflection
Adhere to professional and ethical standards appropriate to one's gerontological specialty, while managing one's career and taking advantage of continuing learning opportunities	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
If desired, pursue higher education for a bachelor or master degree, beginning at the third-year level	1. Communication 3. Critical Thinking/Problem Solving 5. Professional Competence 6. Self-Reflection
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	Core Outcome
<i>No change</i>	

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Gerontology Core Courses			Gerontology Core Courses	
GRN181	Exploring the Field of Aging	2 credits	GRN181	Exploring the Field of Aging	2 credits
AD105	Aging and Addiction	3 credits	AD105	Aging and Addiction	3 credits
PHL207	Ethical Issues in Aging	4 credits	PHL207	Ethical Issues in Aging	4 credits
PSY236	Psychology of Adult Development and Aging	4 credits	PSY236	Psychology of Adult Development and Aging	4 credits
SOC204	Sociology in Everyday Life	4 credits	SOC204	Sociology in Everyday Life (remove)	
SOC213	Diversity in the United States	4 credits	SOC213	Diversity in the United States (remove)	
SOC223	Sociology of Aging	4 credits	SOC223	Sociology of Aging	4 credits
SOC230	Introduction to Gerontology	4 credits	SOC230	Introduction to Gerontology	4 credits
SOC231	Sociology of Health and Aging	4 credits	SOC231	Sociology of Health and Aging	4 credits

SOC232	Death and Dying: Culture and Issues	4 credits	SOC232	Death and Dying: Culture and Issues	4 credits
GRN280B	Gerontology Internship Seminar	1 credit	GRN280B	Gerontology Internship Seminar	1 credit
GRN280A	CE: Gerontology Internship	10 credits	GRN280A	CE: Gerontology Internship	10 credits
GRN282	Gerontology Professional Seminar	1 credit	GRN282	Gerontology Professional Seminar	1 credit
WR 121	English Composition	4 credits	WR 121	English Composition	4 credits
	Gerontology Program Electives	26 credits		Gerontology Program Electives (increase)	34
	General Education	8		General Education	8
	CAS Electives	3		CAS Electives	3
	Credit Total	90		Credit Total	90
	GERONTOLOGY PROGRAM ELECTIVES	26 credits		GERONTOLOGY PROGRAM ELECTIVES	34 credits
Note:	General Education 8 credits replace 8 Core credit counted toward General Education Requirements	8 credits	Note:	Within the program electives requirement students must take 8 credits of Gen Ed, 4 of which must be cultural literacy.	
AD 101	Alcohol Use & Addiction	3 credits	AD101	Alcohol Use & Addiction	3 credits
AD 102	Drug Use & Addiction	3 credits	AD102	Drug Use & Addiction	3 credits
AD 154	Case Management & Addiction	3 credits	AD154	Case Management & Addiction	3 credits
AD 156	Ethical & Professional Issues	3 credits	AD156	Ethical & Professional Issues	3 credits
BA 101	Introduction to Business	4 credits	BA101	Introduction to Business	4 credits
FT 102	Injury Prevention & Management	3 credits	FT102	Injury Prevention & Management	3 credits
FT 106	Analysis of Movement	3 credits	FT106	Analysis of Movement	3 credits
FT 131	Structure & Function of the Human Body	4 credits	FT131	Structure & Function of the Human Body	4 credits
FT 202	Fitness and Aging	3 credits	FT202	Fitness and Aging	3 credits
GRN131	Hospice Basics	1 credit	GRN131	Hospice Basics	1 credit
GRN165	Basic Activity Director Training	2 credits	GRN165	Basic Activity Director Training	2 credits
GRN170	Resident Assistant I Training	2 credits	GRN170	Resident Assistant I Training	2 credits
GRN171	Resident Assistant II Training	1 credit	GRN171	Resident Assistant II Training	1 credit
GRN172	Adult Care Home Training	2 credits	GRN172	Adult Care Home Training	2 credits
GRN233	Supporting End of Life	4 credits	GRN233	Supporting End of Life	4 credits
GRN235	Advanced Care Issues	2 credits	GRN235	Advanced Care Issues	2 credits
GRN236	Advanced Care Practice	2 credits	GRN236	Advanced Care Practice	2 credits

GRN237	End of Life Therapies	1 credit	GRN237	End of Life Therapies	1 credit
GRN238	Guardian-Conservator Training	3 credits	GRN238	Guardian-Conservator Training	3 credits
GRN240	Care and Service Coordination	3 credits	GRN240	Care and Service Coordination	3 credits
GRN265	Activity Professional Training 1	3 credits	GRN265	Activity Professional Training 1	3 credits
GRN266	Activity Professional Training 2	3 credits	GRN266	Activity Professional Training 2	3 credits
GRN267	Prof Therapeutic Horticulture	2 credits	GRN267	Prof Therapeutic Horticulture	2 credits
GRN268	Therapeutic Hort Strategies	2 credits	GRN268	Therapeutic Hort Strategies	2 credits
GRN269	Therapeutic Hort Skills I	2 credits	GRN269	Therapeutic Hort Skills I	2 credits
GRN270	Therapeutic Hort Programming	2 credits	GRN270	Therapeutic Hort Programming	2 credits
GRN271	Therapeutic Hort Skills II	2 credits	GRN271	Therapeutic Hort Skills II	2 credits
GRN272	Therapeutic Gardens	3 credits	GRN272	Therapeutic Gardens	3 credits
HPE 295	Health & Physical Fitness for Life	3 credits	HPE295	Health & Physical Fitness for Life	3 credits
HE 212	Women's Health	4 credits	HE113	First Aid and Professional CPR (add)	1 credit
HE 213	Men's Health	4 credits	HE212	Women's Health	4 credits
HE 242	Stress and Human Health	4 credits	HE213	Men's Health	4 credits
HE 250	Personal Health	3 credits	HE242	Stress and Human Health	4 credits
HE 251	Community Health	4 credits	HE250	Personal Health	3 credits
HE 252	First Aid: Basics and Beyond	4 credits	HE251	Community Health	4 credits
MP111	Medical Terminology	4 credits	HE252	First Aid: Basics and Beyond	4 credits
PSY 101	Psychology and Human Relations	4 credits	MP111	Medical Terminology	4 credits
PSY 201	General Psychology	4 credits	PSY101	Psychology and Human Relations	4 credits
PSY 202	General Psychology	4 credits	PSY201	General Psychology	4 credits
PSY 214	Introduction to Personality	4 credits	PSY202	General Psychology	4 credits
PSY 215	Human Development	4 credits	PSY214	Introduction to Personality	4 credits
PSY 222	Family & Intimate Relations	4 credits	PSY215	Human Development	4 credits
PSY 231	Human Sexuality	4 credits	PSY222	Family & Intimate Relations	4 credits
PSY 232	Human Sexuality	4 credits	PSY231	Human Sexuality	4 credits
SOC 205	Social Change & Social Institutions	4 credits	PSY232	Human Sexuality	4 credits
SOC 206	Social Problems	4 credits	SOC204	Sociology in Everyday Life (add)	4 credits
SOC 218	Sociology of Gender	4 credits	SOC205	Social Change & Social Institutions	4 credits
			SOC206	Social Problems	4 credits
			SOC213	Diversity in the United States (add)	4 credits
			SOC218	Sociology of Gender	4 credits
			SP111	Public Speaking (add)	4 credits
	Gerontology CAS Elective Options			Gerontology SAC CAS Elective Options	

CAS 133	Basic Computer Skills/MS Office	4 credits	CAS111D	Basic Web Site Design Dreamweaver (add)	3 credits
CAS 140	Access	3 credits	CAS111E	Basic Web Site Design Expression (add)	3 credits
CAS 170	Excel	3 credits	CAS133	Basic Computer Skills/MS Office	4 credits
CAS 216	Beginning Word: WIN	3 credits	CAS140	Access	3 credits
CAS 217	Advanced Word: WIN	3 credits	CAS170	Excel	3 credits
CAS 231	Publisher	3 credits	CAS216	Beginning Word: WIN	3 credits
			CAS217	Advanced Word: WIN	3 credits
			CAS231	Publisher	3 credits
			CAS232	Desktop Publishing: InDesign (add)	3 credits

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate	Gerontology Activity Assistant Activity Director Activity Consultant Advanced Behavioral & Cognitive Care Horticultural Therapy End of Life Care & Support			Requested implementation date:	Fall 2011
Submitted By:					
Email:					

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC - 4th floor via campus mail.



**CERTIFICATE
REVISION REQUEST
FORM**

Directions: Fill out completely and
return electronically to:
dac@pcc.edu

Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor

SECTION #1 OVERVIEW

Current Title:	Landscape Management Certificate	Proposed Title:	Landscape Management Certificate
Current Credits:	86	Proposed Credits:	87
Overview and rationale for proposed changes:	To meet the current requirements for Related Instruction		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Increase related instruction in Communication by 4 credits 2. Revised outcomes 3. Reduce human relations from two specific course requirements to one plus added embedded related instruction 4. Increase certificate total to 87 credits 		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Summer/Fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

Does the revision involve changing certificate prerequisites?		
--	--	--

Current Prerequisites		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
Acquire the computational, technical, and critical thinking skills to maintain landscapes including plantings, hardscapes, irrigation and drainage in a competent, safe and legal manner for residential, commercial, industrial, and municipal sites.		-Professional Competence -Critical Thinking and - Problem Solving	
Demonstrate knowledge to obtain and maintain certification and/or licensing required for landscape maintenance as prescribed by local, state and/or national organizations or associations.		-Professional Competence -Critical Thinking and Problem Solving	

Communicate effectively using verbal and written skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and backgrounds in a professional manner.	<ul style="list-style-type: none"> -Communication -Cultural Awareness -Community and Environmental Responsibility -Self-reflection
Develop sensitivity toward current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the earth. 10.2008	Community and Environmental Responsibility
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
<i>Students who complete this certificate should be able to:</i>	
Use computational, technical, and critical thinking skills to maintain landscapes including plantings, hardscapes, irrigation and drainage in a competent, safe and legal manner for residential, commercial, industrial, and municipal sites.	<ul style="list-style-type: none"> • Communication • Community and Environmental Responsibility • Critical Thinking and Problem Solving • Cultural Awareness • Professional Competence
Be prepared to obtain and maintain certification and/or licensing required for their chosen field as prescribed by local, state or national organizations or associations.	<ul style="list-style-type: none"> • Communication • Critical Thinking and Problem Solving • Professional Competence
Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and	<ul style="list-style-type: none"> • Communication • Cultural Awareness

backgrounds in a professional manner.	<ul style="list-style-type: none"> • Self-Reflection
Use an understanding of current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the earth.	<ul style="list-style-type: none"> • Community and Environmental Responsibility • Critical Thinking and Problem Solving • Self-Reflection
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/resources/academic/eac/degree/forms.html)	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
HOR228	Plant Materials - Flowering	4	HOR228	Plant Materials - Flowering	4
HOR227	Plant Materials - Evergreen	4	HOR227	Plant Materials - Evergreen	4
HOR226	Plant Materials - Deciduous	4	HOR226	Plant Materials - Deciduous	4
HOR290	Introduction to Landscape Design	3	HOR290	Introduction to Landscape Design	3

LAT104	Pesticides	3	LAT104	Pesticides	3
LAT264	Landscape Estimating and Bidding	3	LAT264	Landscape Estimating and Bidding	3
LAT250	Plant Diseases, Insects and Weed Identification	3	LAT250	Plant Diseases, Insects and Weed Identification	3
LAT240	Tree Care - Spring	3	LAT240	Tree Care - Spring	3
LAT241	Turfgrass Cultural Practices	3	LAT241	Turfgrass Cultural Practices	3
LAT243	Landscape Business Operations	3	LAT243	Landscape Business Operations	3
LAT236	Landscape Math	3	LAT236	Landscape Math	3
LAT223	Site Surveying and Analysis	3	LAT223	Site Surveying and Analysis	3
LAT106	Basic Horticulture	4	LAT106	Basic Horticulture	4
LAT235	Tree Care - Fall	3	LAT235	Tree Care - Fall	3
LAT111	Landscape Construction Practices	3	LAT111	Landscape Construction Practices	3
LAT110	Grounds Maintenance	4	LAT110	Grounds Maintenance	4
LAT109	Plant Propagation	3	LAT109	Plant Propagation	3
LAT108	Landscape Irrigation I	3	LAT108	Landscape Irrigation I	3
MSD101	Principles of Management and Supervision	3	MSD101	Principles of Management and Supervision	3
CSS200	Soils and Plant Nutrition	3	CSS200	Soils and Plant Nutrition	3
	Landscape Management Certificate Electives	6		Landscape Management Certificate Electives	6
LAT280A	Cooperative Education: Landscape	6	LAT280A	Cooperative Education: Landscape	6
	Human Relations Electives (remove)	3		Human Relations Electives (remove)	
	Communication Electives	3		Communication Electives (increase)	7
HOR255	Spring Annuals and Perennials	3	HOR255	Spring Annuals and Perennials	3
	Or			Or	
HOR272	Summer Annuals and Perennials	(3)	HOR272	Summer Annuals and Perennials	(3)
MSD 101	Principles of Management and Supervision	3	MSD 101	Principles of Management and Supervision	3
	Human Relations electives				
BA223	Principles of Marketing	3			
BA238	Sales	3			
BA250	Small Business Management	3			
	Communication electives		Communication electives		
SP100	Introduction to Speech Communication	(4)	SP100	Introduction to Speech Communication	(4)

SP130	Business and Professional Speech Communication	(4)	SP130	Business and Professional Speech Communication	(4)
SP140	Introduction to Intercultural Communication	(4)	SP140	Introduction to Intercultural Communication	(4)
SP215	Small Group Communication: Process and Theory	(4)	SP215	Small Group Communication: Process and Theory	(4)
SPA101	First Year Spanish - First Term	(4)	SPA101	First Year Spanish - First Term	(4)
SPA102	First Year Spanish - Second Term	(4)	SPA102	First Year Spanish - Second Term	(4)
SPA103	First Year Spanish - Third Term	(4)	SPA103	First Year Spanish - Third Term	(4)
SPA111A	First Year Spanish Conversation	(3)	SPA111A	First Year Spanish Conversation	(3)
SPA111B	First Year Spanish Conversation	(2)	SPA111B	First Year Spanish Conversation	(2)
SPA111C	First Year Spanish Conversation	(1)	SPA111C	First Year Spanish Conversation	(1)
SPA201	Second Year Spanish - First Term	(4)	SPA201	Second Year Spanish - First Term	(4)
SPA202	Second Year Spanish - Second Term	(4)	SPA202	Second Year Spanish - Second Term	(4)
SPA203	Second Year Spanish - Third Term	(4)	SPA203	Second Year Spanish - Third Term	(4)
SPA211B	Intermediate Spanish Conversation	(2)	SPA211B	Intermediate Spanish Conversation	(2)
SPA211C	Intermediate Spanish Conversation	(1)	SPA211C	Intermediate Spanish Conversation	(1)
Landscape Management Electives			Landscape Management Certificate Electives		
HOR291	Landscape Design Process	(3)	HOR291	Landscape Design Process	(3)
LAT214	Plant Composition I	(3)	LAT214	Plant Composition I	(3)
LAT217	Landscape Drafting	(3)	LAT217	Landscape Drafting	(3)
LAT219	Landscape Illustration	(3)	LAT219	Landscape Illustration	(3)
LAT225	Water Gardens	(2)	LAT225	Water Gardens	(2)
LAT232	Landscape Irrigation II	(4)	LAT232	Landscape Irrigation II	(4)
LAT262	Native Plants of Oregon	(3)	LAT262	Native Plants of Oregon	(3)
LAT271	Computer Aided Landscape Design	(3)	LAT271	Computer Aided Landscape Design	(3)
LAT272	Sustainable Landscaping	(3)	LAT272	Sustainable Landscaping	(3)
LAT275	Introduction to Landscape Night Lighting	(3)	LAT275	Introduction to Landscape Night Lighting	(3)
LAT278	Oregon LCP Exam Preparation	(3)	LAT278	Oregon LCP Exam Preparation	(3)
Credit total		86	Credit total		87

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--------------------------------	---	---------------------------	---

If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how?		
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Submitted by:	Elizabeth Brewster
Email:	Elizabeth.brewster1@pcc.edu
Phone:	X 7632

Template for Related Instruction in Certificates

61 to 108 credits		LAT Landscape Management Certificate			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
LAT	236	Landscape Math	3	90	90.00			90.00
LAT	223	Site Survey and Analysis	3	90	54.00			54.00
LAT	280A	CE:Landscape	6	180		18.00	18.00	36.00
courses used for stand-alone related instruction				0				No RI
MSD	101	Principles of Mgmt. and Supervis	3	90			90.00	90.00
Students must pick 7 credits from the following list in Communication Related Instruction:								
SP	100	Intro to Speech	4	120		120.00		120.00
SP	130	Business and Professional Spee	4	120		90.00		90.00
SP	215	Small Group Communication: Pr	4	120				
SP	140	Intro to Intercultural Communica	4	120				
SPA	101	First Year Spanish--first term	4	120				
SPA	102	First Year Spanish--second term	4	120				
SPA	103	First Year Spanish--third term	4	120				
SPA	111A	First Year Spanish Conversation	3	90				
SPA	112B	First Year Spanish Conversation	2	60				
SPA	111C	First Year Spanish Conversation	1	30				
SPA	201	Second Year Spanish	4	120				
SPA	202	Second Year Spanish--second te	4	120				
SPA	203	Second Year Spanish-third term	4	120				
Totals			61	1830	144.00	228.00	108.00	480.00
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?	1/12/2011 curriculum meeting	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	x	



**CERTIFICATE
REVISION REQUEST
FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu**

**Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Landscape Design Certificate	Proposed Title:	Landscape Design Certificate
Current Credits:	84	Proposed Credits:	90
Overview and rationale for proposed changes:	Increasing credit hours in related instruction to comply with minimum requirement and submit a revised Template of Related Instruction in Certificates		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Increasing related instruction in human relations elective by 1 credit 2. Increasing related instruction in communications electives by 5 credit 3. Increase certificate total to 90 credits 4. Revised outcomes 		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

	Does the revision involve changing certificate prerequisites?		
--	--	--	--

Current Prerequisites		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
Acquire the computational, technical, and critical thinking skills to collect, analyze, synthesize and summarize data for application toward landscape design, including plantings and hardscapes and in a competent and legal manner for residential sites.		-Critical Thinking and Problem Solving -Professional Competence	
Demonstrate knowledge to obtain and maintain certification and/or licensing required for landscape design as prescribed by local, state and/or national organizations or associations.		-Professional Competence	

Communicate effectively using verbal, written and graphic skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and backgrounds in a professional manner.	-Communication -Cultural Awareness -Self Reflection
Develop sensitivity toward current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the earth.10.2008	-Community and Environmental Responsibility
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
<i>Students who complete this certificate should be able to:</i>	
Use computational, technical, and critical thinking skills to collect, analyze, synthesize and summarize data for application toward landscape design, including plantings and hardscapes and in a competent and legal manner for residential sites.	<ul style="list-style-type: none"> • Communication • Community and Environmental Responsibility • Critical Thinking and Problem Solving • Cultural Awareness • Professional Competence
Be prepared to obtain and maintain certification and/or licensing required for landscape design as prescribed by local, state and/or national organizations or associations.	<ul style="list-style-type: none"> • Communication • Critical Thinking and Problem Solving • Professional Competence
Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and backgrounds in a professional manner.	<ul style="list-style-type: none"> • Communication • Cultural Awareness • Self-Reflection
Use an understanding of current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the	<ul style="list-style-type: none"> • Community and Environmental

earth.		Responsibility <ul style="list-style-type: none"> • Critical Thinking and Problem Solving • Self-Reflection
Related Instruction		
Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html		
Additional Comments Or Changes		

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
CSS200	Soils and Plant Nutrition	3	CSS200	Soils and Plant Nutrition	3
LAT264	Landscape Estimating and Bidding	3	LAT264	Landscape Estimating and Bidding	3
LAT243	Landscape Business Operations	3	LAT243	Landscape Business Operations	3
LAT236	Landscape Math	3	LAT236	Landscape Math	3
LAT271	Computer Aided Landscape Design	3	LAT271	Computer Aided Landscape Design	3
LAT232	Landscape Irrigation II	4	LAT232	Landscape Irrigation II	4
LAT219	Landscape Illustration	3	LAT219	Landscape Illustration	3
LAT223	Site Surveying and Analysis	3	LAT223	Site Surveying and Analysis	3
LAT111	Landscape Construction Practices	3	LAT111	Landscape Construction Practices	3
LAT214	Plant Composition I	3	LAT214	Plant Composition I	3
LAT217	Landscape Drafting	3	LAT217	Landscape Drafting	3
LAT108	Landscape Irrigation I	3	LAT108	Landscape Irrigation I	3
LAT109	Plant Propagation	3	LAT109	Plant Propagation	3
LAT110	Grounds Maintenance	4	LAT110	Grounds Maintenance	4
LAT106	Basic Horticulture	4	LAT106	Basic Horticulture	4
HOR228	Plant Materials - Flowering	4	HOR228	Plant Materials - Flowering	4
HOR227	Plant Materials - Evergreen	4	HOR227	Plant Materials - Evergreen	4
HOR226	Plant Materials - Deciduous	4	HOR226	Plant Materials - Deciduous	4
HOR290	Introduction to Landscape Design	3	HOR290	Introduction to Landscape Design	3
HOR291	Landscape Design Process	3	HOR291	Landscape Design Process	3
	Landscape Design Certificate Electives	6		Landscape Design Certificate Electives	6
	Landscape Design Communication Electives	3		Landscape Design Certificate Communication Electives (increase)	8
	Human Relations Electives	3		Human Relations Electives (increase)	4
LAT280C	Cooperative Work Experience - Landscape Design	3	LAT280C	Cooperative Work Experience - Landscape Design	3
HOR255	Spring Annuals and Perennials	3	HOR255	Spring Annuals and Perennials	3
	Or			Or	
HOR272	Summer Annuals and Perennials	(3)	HOR272	Summer Annuals and Perennials	(3)

Communications Electives:			Communications Electives:		
MSD105	Interpersonal Communication	(3)	SP 215	Small Group Communication	(4)
SP100	Introduction to Speech Communication	(4)	SP100	Introduction to Speech Communication	(4)
SP130	Business and Professional Speech Communication	(4)	SP130	Business and Professional Speech Communication	(4)
Human Relations Electives			Human Relations Electives		
BA223	Principles of Marketing	(3)	PSY 101	Psychology and Human Relations	(4)
BA238	Sales	(3)	ATH 214	Human Environments: Ecological Aspects	(4)
BA250	Small Business Management	(3)	PSY 216	Social Psychology	(4)
MSD101	Principles of Management and Supervision	(3)	GEO 105	Intro to Human Geography	(4)
LAT Electives			LAT Electives		
LAT104	Pesticides	(3)	LAT104	Pesticides	(3)
LAT225	Water Gardens	(2)	LAT225	Water Gardens	(2)
LAT235	Tree Care - Fall	(3)	LAT235	Tree Care - Fall	(3)
LAT240	Tree Care - Spring	(3)	LAT240	Tree Care - Spring	(3)
LAT241	Turfgrass Cultural Practices	(3)	LAT241	Turfgrass Cultural Practices	(3)
LAT250	Plant Diseases, Insects and Weed Identification	(3)	LAT250	Plant Diseases, Insects and Weed Identification	(3)
LAT262	Native Plants of Oregon	(3)	LAT262	Native Plants of Oregon	(3)
LAT272	Sustainable Landscaping	(3)	LAT272	Sustainable Landscaping	(3)
LAT275	Introduction to Landscape Night Lighting	(3)	LAT275	Introduction to Landscape Night Lighting	(3)
LAT278	Oregon LCP Exam Preparation	(3)	LAT278	Oregon LCP Exam Preparation	(3)
	Credit total	84		Credit total	90

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	
--------------------------------	---	---------------------------	--

			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how?			
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Submitted by:	Elizabeth Brewster
Email:	Elizabeth.brewster1@pcc.edu
Phone:	X 7632

Template for Related Instruction in Certificates

61 to 108 credits		LAT Landscape Design Certificate						
Enter course information in light yellow areas (totals will be automatically calculated)					Related instruction Hours in:			
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				<i>No RI</i>
LAT	236	Landscape Math	3	90	90.00			90.00
LAT	223	Site Survey and Analysis	3	90	54.00			54.00
Stand Alone Courses:								
Students must pick a minimum of 4 credits of the following classes in Human Relations:								
PSY	101	Psychology and Human Relation	4	120			120.00	120.00
ATH	214	Human Environments: Ecological Aspects						
PSY	216	Social Psychology	4	120				
GEO	105	Intro to Human Geography						
Students must pick a minimum of 8 credits of the following classes in Communications:								
SP	100	Intro to Speech	4	120		120.00		120.00
SP	130	Business and Professional Spee	4	120				120.00
SP	215	Small Group Communication: Pr	4	120				
Totals			26	780	144.00	120.00	120.00	504.00
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?	1/12/2011 curriculum meeting	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	X	

If you answered no to either question visit the related instruction website to find details about these requirements.

[Related Instruction Overview | PCC](#)

for assistance contact: sally.earll@pcc.edu or 971.722.7812



**CERTIFICATE
REVISION REQUEST
FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu**

**Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Landscape Construction Certificate	Proposed Title:	Landscape Construction Certificate
Current Credits:	78	Proposed Credits:	79
Overview and rationale for proposed changes:	To meet the current requirements for Related Instruction, and to submit a revised Template of Related Instruction.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Increase Communication requirements by 4 credits 2. Reduce human relations credits by 3 3. Increase certificate total to 79 credits 4. Revised outcomes 		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Summer/Fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

Does the revision involve changing certificate prerequisites?		
--	--	--

Current Prerequisites		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
Acquire the computational, technical, and critical thinking skills required to install and repair landscapes, including plantings, hardscapes, irrigation and drainage in a competent, safe and legal manner for residential, commercial, industrial, and municipal sites.		-Critical Thinking and Problem Solving Professional Competence	
Demonstrate knowledge to obtain and maintain certification and/or licensing required for landscape contracting as prescribed by their State Landscape Contractors Board and/or state and national organizations or associations.		Professional Competence	

Communicate effectively using verbal, written and graphic skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and backgrounds in a professional manner.	Communication Professional Competence Cultural Awareness
Develop sensitivity toward current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the earth. 10.2008	Environmental Responsibility
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
<i>Students who complete this certificate should be able to:</i>	
Use computational, technical and critical thinking skills required to install and repair landscapes, including plantings, hardscapes, irrigation and drainage in a competent, safe and legal manner for residential, commercial, industrial, and municipal sites.	<ul style="list-style-type: none"> • Communication • Community and Environmental Responsibility • Critical Thinking and Problem Solving • Cultural Awareness • Professional Competence
Be prepared to obtain and maintain certification and/or licensing required for their chosen field as prescribed by the State Landscape Contractors Board and/or state and national organizations or associations.	<ul style="list-style-type: none"> • Communication • Critical Thinking and Problem Solving • Professional Competence
Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team, to listen and relate with clients and coworkers of diverse cultures and backgrounds in a	<ul style="list-style-type: none"> • Communication • Cultural Awareness

professional manner.	<ul style="list-style-type: none"> • Self-Reflection
Use an understanding of current environmental and sustainable issues as they directly impact the landscape industry, and be able to assess and change practices to align with cultivating care for the earth.	<ul style="list-style-type: none"> • Community and Environmental Responsibility • Critical Thinking and Problem Solving • Self-Reflection
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
LAT280A	Cooperative Education: Landscape	6	LAT 280A	Cooperative Education: Landscape	6
	Landscape Technology human relations Electives	3		Landscape Technology human relations Electives (remove)	

	Landscape Technology Communication Electives	3		Landscape Technology Communication Electives (increase)	7
MSD 101	Principles of Management and Supervision	3	MSD 101	Principles of Management and Supervision	3
	Landscape Technology - LAT Construction Certificate Electives	6		Landscape Technology Construction Certificate Electives	6
HOR290	Introduction to Landscape Design	3	HOR290	Introduction to Landscape Design	3
HOR226	Plant Materials - Deciduous	4	HOR226	Plant Materials - Deciduous	4
HOR227	Plant Materials - Evergreen	4	HOR227	Plant Materials - Evergreen	4
HOR228	Plant Materials - Flowering	4	HOR228	Plant Materials - Flowering	4
LAT104	Pesticides	3	LAT104	Pesticides	3
LAT106	Basic Horticulture	4	LAT106	Basic Horticulture	4
LAT108	Landscape Irrigation I	3	LAT108	Landscape Irrigation I	3
LAT110	Grounds Maintenance	4	LAT110	Grounds Maintenance	4
LAT111	Landscape Construction Practices	3	LAT111	Landscape Construction Practices	3
LAT217	Landscape Drafting	3	LAT217	Landscape Drafting	3
LAT223	Site Surveying and Analysis	3	LAT223	Site Surveying and Analysis	3
LAT232	Landscape Irrigation II	4	LAT232	Landscape Irrigation II	4
LAT236	Landscape Math	3	LAT236	Landscape Math	3
LAT241	Turfgrass Cultural Practices	3	LAT241	Turfgrass Cultural Practices	3
LAT243	Landscape Business Operations	3	LAT243	Landscape Business Operations	3
LAT264	Landscape Estimating and Bidding	3	LAT264	Landscape Estimating and Bidding	3
CSS200	Soils and Plant Nutrition	3	CSS200	Soils and Plant Nutrition	3
	LAT Communication Electives			LAT Communication Electives	
MSD105	Interpersonal Communication	(3)	MSD 105	Interpersonal Communication	(3)
SP100	Introduction to Speech Communication	(4)	SP100	Introduction to Speech Communication	(4)
			SP 215	Small Group Communication	(4)
SP130	Business and Professional Speech Communication	(4)			
			SPA 101	First year Spanish	(4)
			SPA 102	First Year Spanish	(4)
			SPA 103	First Year Spanish	(4)
			SPA 111A	First Year Spanish conversation	(4)
			SPA 112 B	First Year Spanish Conversation	(4)
			SPA 111C	First Year Spanish Conversation	(4)

			SPA 201, 202, 203	Second Year Spanish	(4)
	LAT Construction Certificate Electives		LAT Construction Certificate Electives		
HOR255	Spring Annuals and Perennials	(3)	HOR255	Spring Annuals and Perennials	(3)
HOR272	Summer Annuals and Perennials	(3)	HOR272	Summer Annuals and Perennials	(3)
HOR291	Landscape Design Process	(3)	HOR291	Landscape Design Process	(3)
LAT109	Plant Propagation	(3)	LAT109	Plant Propagation	(3)
JLAT214	Plant Composition I	(3)	LAT214	Plant Composition I	(3)
LAT219	Landscape Illustration	(3)	LAT219	Landscape Illustration	(3)
LAT225	Water Gardens	(2)	LAT225	Water Gardens	(2)
LAT235	Tree Care - Fall	(3)	LAT235	Tree Care - Fall	(3)
LAT240	Tree Care - Spring	(3)	LAT240	Tree Care - Spring	(3)
LAT250	Plant Diseases, Insects and Weed Identification	(3)	LAT250	Plant Diseases, Insects and Weed Identification	(3)
LAT262	Native Plants of Oregon	(3)	LAT262	Native Plants of Oregon	(3)
LAT271	Computer Aided Landscape Design	(3)	LAT271	Computer Aided Landscape Design	(3)
LAT272	Sustainable Landscaping	(3)	LAT272	Sustainable Landscaping	(3)
LAT275	Introduction to Landscape Night Lighting	(3)	LAT275	Introduction to Landscape Night Lighting	(3)
LAT278	Oregon LCP Exam Preparation	(3)	LAT278	Oregon LCP Exam Preparation	(3)
	Credit total	78		Credit total	79

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how?			

Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Submitted by:	Elizabeth Brewster
Email:	Elizabeth.brewster1
Phone:	X 7632

Template for Related Instruction in Certificates

61 to 108 credits		LAT Landscape Construction Certificate			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
LAT	236	Landscape Math	3	90	90.00			90.00
LAT	223	Site Survey and Analysis	3	90	54.00			54.00
LAT	280A	CE:Landscape	6	180		18.00	18.00	36.00
courses used for stand-alone related instruction				0				No RI
MSD	101	Principles of Mgmt. and Supervis	3	90			90.00	90.00
Students must pick 7 credits minimum from the following list for their Communication Related Instruction Stand alone courses:								
SP	100	Intro to Speech	4	120		120.00		120.00
SP	130	Business and Professional Spee	4	120		90.00		90.00
SP	215	Small Group Communication: Pr	4	120				
SP	140	Intro to Intercultural Communica	4	120				
SPA	101	First Year Spanish--first term	4	120				
SPA	102	First Year Spanish--second term	4	120				
SPA	103	First Year Spanish--third term	4	120				
SPA	111A	First Year Spanish Conversation	3	90				
SPA	112B	First Year Spanish Conversation	2	60				
SPA	111C	First Year Spanish Conversation	1	30				
SPA	201	Second Year Spanish	4	120				
SPA	202	Second Year Spanish--second t	4	120				
SPA	203	Second Year Spanish-third term	4	120				
Totals			61	1830	144.00	228.00	108.00	480.00
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?	X	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	X	



**ASSOCIATE OF APPLIED SCIENCE
DEGREE
REVISION REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Administrative Assistant AAS Degree	Proposed Title:	No change
Current Credits:	94	Proposed Credits:	93
Overview and rationale for proposed changes:	Currently students take two writing courses, BA 205, Solving Communication Problems with Technology, and OS 220 Business Editing Skills to satisfy the writing requirements for the AAS Degree. The SAC agreed that students would benefit from increasing their CAS/OS /CIS restricted electives to 12 credits and propose removing the second writing requirement that is currently listed in the degree.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. Delete writing class requirement above WR 121. 2. Increase CAS/OS electives from 9 to 12 credits. 3. Remove current listing of CAS/OS electives from catalog for AAS Administrative Degree and replace with the following statement: <i>May take any CAS/OS courses not including the required CAS/OS courses from the CAS/OS certificate or the Administrative Assistant degree. CIS 178 may be taken as a CAS/OS Elective.</i>		

SECTION # 2 PREREQUISITES AND OUTCOMES – NO CHANGES

All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcomes		Core Outcome
<ul style="list-style-type: none"> Produce professional, error-free, timely documents by using current and emerging software and hardware technology. Effectively communicate their own creative and critical ideas; respond effectively both verbally an in written format to the spoken, written, and visual ideas of others. Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data. Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks. Establish and follow procedures to manage digital and hard copy office documents. Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives. Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail. 		Critical Thinking and Problem Solving
		Critical Thinking and Problem Solving Communication
		Critical Thinking and Problem Solving
		Critical Thinking and Problem Solving
		Critical Thinking and Problem Solving
		Professional Competence
		Professional Competence, Critical Thinking and Problem Solving, Cultural Awareness

<ul style="list-style-type: none"> Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization. Exhibit people skills to deal effectively with a variety of personalities and diverse individuals. 10.2007 		Communication, Cultural Awareness, Community and Environmental Responsibility Communication, Cultural Awareness
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
No change		

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
CAS 123	Production Keyboarding	3	CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skills	4	CAS 133	Basic Computer Skills	4
CAS 170	Beginning Excel	3	CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3	CAS 216	Beginning Word	3
CAS 246	Integrated Computer Projects	4	CAS 246	Integrated Computer Projects	4
OS 220	Business Editing Skills	4	OS 220	Business Editing Skills	4
OS 131	10-key on Calculators	1	OS 131	10-key on Calculators	1
OS 240	Filing and Records Management	4	OS 240	Filing and Records Management	4
OS 245	Office Systems and Procedures	4	OS 245	Office Systems and Procedures	4
BA 111	Intro to Accounting	3	BA 111	Intro to Accounting	3
BA 205	Solving Comm. Problems w/Technology	4	BA 205	Solving Comm. Problems w/Technology	4
BA 285	Human Relations—Organizations	3	BA 285	Human Relations—Organizations	3
Mth 30	Business Mathematics	4	Mth 30	Business Mathematics	4
WR 121	English Composition	4	WR 121	English Composition	4
CAS 140	Beginning Access	3	CAS 140	Beginning Access	3
CAS 217	Intermediate Word	3	CAS 217	Intermediate Word	3
OS 280F	Co-op: Admin. Assistant	4	OS 280F	Co-op: Admin. Assistant	4

OS 289G	Co-op: Admin. Assistant Seminar	1	OS 289G	Co-op: Admin. Assistant Seminar	1
WR	Elective higher than WR 121 (remove)	4			
BA	Restricted Electives	6	BA	Restricted Electives	6
	Gen. Ed requirements	16		Gen Ed requirements	16
CAS/CIS/OS	Electives	9	CAS/OS	Electives (increase)	12
	CAS/CIS/OS Elective List			CAS/ OS Elective list (change elective list title and description)	
CAS 103*	Introduction to Windows	1		May take any CAS/OS courses in addition to the required CAS/OS courses from the CAS/OS certificate or the Administrative Assistant degree. CIS 178 may be taken as a CAS/OS Elective.	
CAS 104*	Basic Internet Skills	1			
CAS 106*	Intro to X/HTML	1			
CAS 109*	Beginning PowerPoint	1			
CAS 111D*	Beginning Dreamweaver	3			
CAS 111F*	Beginning Frontpage	3			
CAS 111E*	Beginning Expression Web	3			
CAS 211D*	Intermediate Dreamweaver	3			
CAS 122*	Keyboarding for Speed & Accuracy	3			
CAS 180*	Search Engine Optimization	3			
CAS 171*	Intermediate Excel	3			
CAS 220*	Microsoft Project	3			
CAS 231*	Publisher	3			
CAS 232*	Desktop Publishing: InDesign	3			
OS 250*	Creating A Virtual Office	4			
OS 251*	Virtual Office Concepts	4			
CIS 178*	Applied Internet Concepts	4			
	Credit Total	94		Total	93

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate			Requested <u>implementation date:</u>	FALL 2011	
Submitted By:	Barb Kaufman				
Email:	bkaufman@pcc.edu				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC - 4th floor via campus mail.



**CERTIFICATE
REVISION REQUEST
FORM**

**Directions: Fill out completely and
return electronically to:**
dac@pcc.edu

Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor

SECTION #1 OVERVIEW

Current Title:	Administrative Assistant Certificate (Title change approved December 2010. Previously title was Computer Applications and Office Systems Certificate)	Proposed Title:	
Current Credits:	52	Proposed Credits:	No change
Overview and rationale for proposed changes:	Given the constant changing technology and offering of new courses, the electives listing becomes outdated yearly in the catalog. The change streamlines the information for advising the student.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Change catalog listing of CAS 133 Basic Microsoft Skills in CAS/OS Certificate to read: CAS 133 Basic Computer Skill/MS Office or *4 credits of any CAS/OS course(s) not including the required CAS/OS courses from CAS/OS certificate. CIS 178 can also be taken. 2. Remove current listing of specific CAS/OS electives from catalog for the Computer Applications and Office Systems Certificate and replace with the following statement: <i>May take any CAS/OS courses not including the required CAS/OS courses from the CAS/OS certificate. CIS 178 may be taken as a CAS/OS Elective.</i> 		
Requested Implementation Term (Please refer to Degree/Certificate timeline)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Fall 2011	

implementation guidelines)		
SECTION #2 REVISION AREAS		
Prerequisites		
Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who successfully complete the One-Year Certificate will develop skills and knowledge appropriate to performing basic entry-level office work.		Critical Thinking and Problem Solving; Communication; Professional Competence; Community and Environmental Responsibility
Related Instruction		
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/recources/academic/eac/degree/forms.html		
Additional Comments Or Changes		

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BA 111	Intro to Accounting	3	BA 111	Intro to Accounting	3
BA 205	Solving Comm. Problems w/Technology	4	BA 205	Solving Comm. Problems w/Technology	4
BA 285	Human Relations—Organizations	3	BA 285	Human Relations—Organizations	3
CAS 123	Production Keyboarding	3	CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skill/MS Office or CAS/OS Certificate Elective Course	4	CAS 133	Basic Computer Skill/MS Office	4
CAS 170	Beginning Excel	3		or	
CAS 216	Beginning Word	3		4 credits of any CAS/OS course(s) not including the required CAS/OS courses from CAS/OS certificate.	
CAS 246	Integrated Computer Projects	4		or	
Mth 30	Business Mathematics	4		CIS 178 can also be taken. (add)	
OS 131	10-key on Calculators	1	CAS 170	Beginning Excel	3
OS 220	Business Editing Skills	4	CAS 216	Beginning Word	3
OS 240	Filing and Records Management	4	CAS 246	Integrated Computer Projects	4
OS 245	Office Systems and Procedures	4	MTH 30	Business Mathematics	4
WR 121	English Composition	4	OS 131	10-key on Calculators	1
	General Education	4	OS 220	Business Editing Skills	4
	CAS/OS Certificate Electives		OS 240	Filing and Records Management	4
CAS 103*	Introduction to Windows	1	OS 245	Office Systems and Procedures	4
CAS 104*	Basic Internet Skills	1	WR 121	English Composition	4
CAS 106*	Intro to X/HTML	1		General Education	4
CAS 109*	Beginning PowerPoint	1			
CAS 111D*	Beginning Dreamweaver	3			


CAS 111F*	Beginning FrontPage	3			
CAS 111E*	Beginning Expression Web	3			
CAS 122*	Keyboarding for Speed & Accuracy	3			
CAS 171*	Intermediate Excel	3			
CAS 211D*	Intermediate Dreamweaver	3			
CAS 217	Intermediate Word	3			
CAS 231*	Publisher	3			
CAS 232*	Desktop Publishing: InDesign	3			
CIS 178	Applied Internet Concepts	4			
OS 250*	Creating A Virtual Office	4			
OS 251*	Virtual Office Concepts	4			
OS 280F*	Co-op: Admin. Assistant ¹	varied			
OS 289G*	Co-op: Admin. Assistant Seminar ²	varied			
	¹ Minimum 15 CAS/OS credits completed before enrolling in OS 280F Cooperative Education: Administrative Seminar ² Minimum 15 CAS/OS credits completed before enrolling. Concurrent enrollment in OS 280G	Credit total 52		Credit total	52

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?	Administrative Assistant AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how?			
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Submitted by:	Barb Kaufman
Email:	bkaufman@pcc.edu
Phone:	971-722-4399

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.

		<h2 style="text-align: center;">CONSENT AGENDA FORM</h2> <p style="text-align: center;">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p style="text-align: center;">Directions: Fill out completely and return electronically to: dac@pcc.edu</p>		<p>Consent Agenda form may be used for the following:</p> <ol style="list-style-type: none"> 1. Course title changes 2. Course number changes 3. Addition/Deletion of an elective 4. Change in the number of pass/no pass credits other than the default 5. Degree or certificate title changes 6. Change to open admissions <p>Other changes need to come before the Degree and Certificate Committee.</p>	
		<p>Submitted by:</p>		<p>Phone:</p>	
<p>Title of Degree/Certificate:</p>		<p>Davonna Livingston Residential Structural and Mechanical Inspection and Plans Examination Certificate</p>		<p>Email:</p>	
<p>What type of change are you requesting?</p>		<p> <input type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change </p>		<p> <input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input checked="" type="checkbox"/> Other </p>	
<p>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>					
<p>Current Course Title:</p>				<p>Proposed Course Title:</p>	
<p>Current Course Number:</p>				<p>Proposed Course Number:</p>	
<p>Electives List Title:</p>					
<p>Explanation of Other:</p>		<p>The Residential Structural and Mechanical Inspection and Plans Examination Certificate is officially being suspended for the 2011-2012 school year.</p>			

TO: Degrees and Certificates Committee

FROM: Steve Ward, Dean, Visual and Performing Arts and Design Division, Sylvania Campus

SUBJECT: Degree Suspension: AAS Building Inspection Technology

Certificate Suspension: Commercial Structural and Mechanical Inspection

DATE: January 27, 2010

Rationale: The Visual and Performing Arts and Design Division and the Building Inspection Advisory Board for Portland Community College have determined that it would be in our students' best interest to suspend the AAS in Building Inspection Technology and the certificate in Commercial Structural and Mechanical Inspection. The primary reason for the suspensions is the reduction in workforce demand in the current economic climate. Reduction in inspectors throughout Oregon currently stands at about 50%, with a statewide loss of 600 jobs. The suspension allows PCC to reinstate the degree and certificate within three years should the economy recover in this area. The plan is to retain the certificate in Residential Structural and Mechanical Inspection and Plans Examination. The suspension is effective Spring Term 2010.

Teach-out plan: A teach-out plan, required by the Office of Community Colleges and Workforce Development, has been reviewed and approved with input by the INSP advisory committee. The plan includes:

- No new students will be accepted effective Winter Term 2010.
- Notification in the form of emails to all INSP students, faculty, and advisory board members (industry partners).
- Notification to advise listserv.
- Notification in the college catalog.
- Commercial classes will be taught and have been scheduled out over the course of two years so that students can complete the degree or certificate.
- Individual department advising meetings with all current students are being scheduled to outline plans/timeline for completion of individual's course of study.
- All students currently in the program will be awarded the degree or certificate upon completion.
- Students who wish to go beyond two years will be able to complete the Residential certificate. This option will also accommodate part-time students in the current programs, who can complete their two-year degree or commercial inspection certificate as long as they finish the commercial code classes during the two-year teach out.
- Closed enrollment in Web Admissions; enrollment in classes will require department approval.

- Individuals already working in the field who need commercial classes will be admitted after current students have been accommodated during the teach out. Students in the field will be allowed to take individual classes, but will not be permitted to enroll in the two-year degree or the commercial inspection certificate.
- We will inform the Building Codes Division of the Oregon Department of Consumer and Business Services about the degree and certificate suspension as soon as the Oregon Community College and Workforce Development office is notified.