December Degrees and Certificates Agenda
December 1, 2010
Conference Room A
2pm-4pm

Old Business:
Review November Minutes

New Business:
Discussion: 300/400 level courses
Discussion: Repeatable Courses
Discussion: PAC FAC-Michael Sonnleitner

2:30 Revision CJA: Corrections Technician Certificate: Jim Parks: Addition of a course

2:45 Revision BCT: Construction Management AAS: Bob Steele: Course Revisions

3:00 Revision Automotive Services Technology AAS: Scott Morgan: Outcomes

3:15 Revision CAS: Computer Applications/Office Systems Certificate: Barb Kaufman

3:30 Revision ID: Design for Acc & Aging in Place: Amanda Ferroggiaro: Related Inst- outcomes

   Revision ID: Kitchen & Bath Cert: Amanda Ferroggiaro: Course Revisions & Related Inst-outcomes

3:45 Revision BA: Marketing Certificate: Phil Seder: Outcomes

   Revision BA: Marketing AAS: Phil Seder: Outcomes

   Revision BA: Management AAS: Phil Seder: Outcomes

   Revision BA: Accelerated Accounting Clerk Certificate: Phil Seder: Outcomes

   Revision BA: Entry Level Accounting Certificate: Phil Seder: Outcomes

   Revision BA: Accounting Clerk Certificate: Phil Seder: Outcomes and Related Instruction

   Revision BA: Retail Management AAS: Greg Rapp: Outcomes

   Revision BA: Accounting AAS: Phil Seder: Outcomes

4:00 Revision EET: Electronic Engineering Technology AAS: Sanda Williams: Course Revisions

   Revision EET: Biomedical Technology AAS: Sanda Williams: Course Revisions

   Revision EET: Mechatronics/Auto/Robotics Technology AAS: Sanda Williams: Course Revisions

   Revision EET: Wireless and Data Communications AAS: Sanda Williams: Course Revisions

   Revision EET: Renewable Energy AAS: Sanda Williams: Course Revisions

   Revision EET: Renewable Energy Certificate: Sanda Williams: Course Revisions

   Revision EET: Electronic Engineering Technology Certificate: Sanda Williams: Course Revisions

4:30 Revision MM: Multimedia AAS: Beth Fitzgerald: Course Revisions

   Revision MM: Multimedia Certificate: Beth Fitzgerald: Related Instruction

4:45 Revision CIS: Computer Information Systems One Year Certificate: Mike Talbert: Outcomes

5:00 Revision MA: Medical Assisting: Jin Kim: Course Revisions and Related Instruction

5:15 Revision HIM: Health Information Management Ann Wenning-Outcomes

5:30 Revision FT: Fitness Technology AAS-Tanya Littrell-Outcomes

   Revision FT: Fitness Technology Certificate-Tanya Littrell-Outcomes

Consent Agenda:

Business Administration: BA 218 is being add to the Business Program Electives List

Fitness Technology: MTH 111B and MTH 111C will be removed from the Fitness Technology Degree Electives as of Fall 2011 and replaced with MTH 111

Computer Applications and Office Systems: CAS 181 is being added to the Design Electives section of the Website Development and Design Degree

Criminal Justice: CJA 265 is being added to the Criminal Justice Degree Electives List

Microelectronic Technology AAS: MTH 111B and MTH 111C will be removed from the degree as of Fall 2011 and replaced with MTH 111

Solar Voltaic Technology AAS: MTH 111B and MTH 111C will be removed from the degree as of Fall 2011 and replaced with MTH 111

Automated Manufacturing Technology AAS: MTH 111B and MTH 111C will be removed from the degree as of Fall 2011 and replaced with MTH 111

Management/Supervisory Development AAS: Establishing a new degree electives list

Paraeducator Certificate: Related Instruction

PACS FAC Proposal:

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(Peace and Conflict Studies Focus Area Committee)

PACS Learning Community.   October 29, 2010.

Purposes: To provide **an institutional mechanism** for reviewing, updating, and promoting the Peace and Conflict Studies (PACS) Program at Portland Community College while creating **a structure** for administrative support and input into established PCC mechanisms for decision making which includes **a venue** for faculty and others interested in the PACS Program to meet and share information with respect to all SACs impacted by the PACS Program.

RATIONALE: When ad-hoc groups of people successfully create a program that is not designed to be housed under an already established program or discipline, the program (like Peace and Conflict Studies 20 years ago) benefits from the energy associated with the creative process, but that energy often fades with time. The aging program may find it difficult to recruit new energy to replace those who retire, die, or go on to devote energy elsewhere – due, in part, to the ad-hoc nature of the group (which is not officially recognized within the PCC organizational structure. To grant SAC status to the an established program would be one response to this reality, though SAC status risks confusion in relationship with discipline-related SACs whose courses may be given credit in the program. Since "Focus Area Awards" are now what the State of Oregon allows for non-vocational programs no longer eligible to be given "certificates", it seems logical to create new "Focus Area Committees" to remedy problems associated with ad-hoc groups and potential confusion also regarding responsibilities relating to certificates for which a SAC may not primarily be responsible.

PACS FAC Powers & Duties:

1) review, manage, and suggest improvements relating to the PACS focus area program structure and award requirements.

2) propose, manage, review, and suggest improvements for any Certificate Program relating to PACS (for which a SAC is not primarily responsible).

3) propose for consideration to SACs new courses for which PACS program credit may be given.

4) create and implement strategies for promoting completion of PACS Program Focus Awards and any Certificates Program relating to PACS (for which a SAC is not primarily responsible).

5) develop and implement mechanisms for more effective advertising of PACS Program options.

6) decide upon an inclusive PACS decision making process, clarifying criteria for participation.

7) clarify the powers and duties of all PACS FAC Chairs and other responsible persons.

8) maintain records of decisions, enrollment, and other data (to be available on request).

9) SACs yield no power or duties to FACs regarding course content, faculty requirements, or other issues (such as modes of delivery or evaluation) related to a course currently under SAC jurisdiction.

10) FACs would not be subject to extensive periodic "program review" as SACs are, but could be encouraged to provide suggestions for improvement in their "focus awards" and certificates in intervals of not more than 5 years

(logo: Portland Community College)

SECTION #1 OVERVIEW

Current Title:	Corrections Technician	**Proposed Title:**	
Current Credits:	**26**	**Proposed Credits:**	**29**
Overview and rationale for proposed changes:	New course CJA 115 – Introduction to Jail Operations contains content relevant to the duties of Corrections Technician.		
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.	**Addition of CJA 115 Introduction to Jail Operations to the course of study**		
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

Current Prerequisites	Does the revision involve changing certificate prerequisites?		☐ Yes	☒ No
Course Number	**Course Title or Placement level**			
	N/A			

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? ☐Yes ☒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
Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations.	Communication Community and Environmental Responsibility Cultural Awareness Professional Competence Self-Reflections
Write clear and coherent reports using standard English conventions of grammar and style.	Critical Thinking Communication Professional Competence
Use MS Office applications to create basic business documents.	Communication Professional Competence
Interview and communicate with clients in correctional settings while demonstrating sensitivity to their issues such as mental health or substance abuse.	Communication Community and Environmental Responsibility

	Cultural Awareness Professional Competence Self-Reflections
Participate in the intake and release processes at both adult and juvenile facilities with an understanding of the different procedures involved.	Professional Competence

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**
Same	

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☐Yes ☒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**
CJA 100	Criminal Justice Professions	3	CJA 100	Criminal Justice Professions	4
CJA 101	Cultural Diversity for CJ Prof.	3	CJA 101	Cultural Diversity for CJ Prof.	3
CJA 113	Intro. to CJS – Corrections	3	CJA 113	Intro. to CJS – Corrections	3
CJA 114	Intro. to Juvenile Process	3	CJA 114	Intro. to Juvenile Process	3
CJA 263	Intro. to Corrections Casework	3	CJA 263	Intro. to Corrections Casework	3
CJA 280A	CJ Cooperative Education	3	CJA 280A	CJ Cooperative Education	3
CAS 133	Basic Computer Skills	4	CAS 133	Basic Computer Skills	4
WR 121	English Composition	4	WR 121	English Composition	3
			CJA 115	**Intro. to Jail Operations (Add)**	**3**
	Credit total	**26**		**Credit total**	**29**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ☒ No	**Is this a Career Pathway?**	☒ Yes ☐ No
If yes, what is the base degree?	AAS in Criminal Justice	**Will the proposed change affect the Career Pathway or Related Certificate?**	☒ Yes ☐ No
If yes, how?	Adds one additional course to the certificate.		
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No N/A	

Submitted by:	Jim Parks
Email:	jparks@pcc.edu
Phone:	971-722-5236

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.

Portland Community College

SECTION # 1 OVERVIEW

Current Title:	BCT Construction Management	**Proposed Title:**	BCT Construction Management
Current Credits:	93	**Proposed Credits:**	94
Overview and rationale for proposed changes:	BCT 150 increased 1 credit		
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. **Increase Construction Management credit total from 93 to 94** 2.		

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?	☐ **Yes**	**X No**
Course Number	**Course Title or Placement level**		

<table>
<tr><td colspan="2">Proposed Prerequisites NA</td><td></td></tr>
<tr><td>Course Number</td><td align="center">Course Title or Placement level</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
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<tr><td></td><td></td><td></td></tr>
<tr><td>Current Outcomes: Required whether or not outcomes are being changed.</td><td>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.</td><td>Does the revision involve changing degree outcomes?

☐Yes   ☐XNo</td></tr>
</table>

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
Use research and memorization to demonstrate a basic understanding of residential and commercial construction codes, materials and methods	**Critical Thinking and Problem Solving Professional Competence**
* Effectively apply mathematics, residential/commercial building codes; construction surveying, and basic engineering principles to the management of a construction project	**Critical Thinking and Problem Solving Professional Competence**
* Practice the efficient use of natural and man-made resources in both commercial and residential building construction.	**Community and Environmental Responsibility**
Effectively communicate in the construction environment by reading, interpreting and generating construction documents. Practice effective oral communication skills in the construction environment.	**Communication**
Manage a construction project by applying effective estimating, scheduling, job costing and business principles	**Critical Thinking and Problem Solving**
* Identify safe construction practices and participate in the management of a construction company's OSHA safety compliant program. 6.2.10	**Professional Competence 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
N/A	

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
BCT 100	Overview of the Construction Industry	3	BCT 100	Overview of the Construction Industry	3
BCT 102	Residential Printreading 2	3	BCT 102	Residential Printreading 2	3
BCT 103	Residential Materials & Methods 2	3	BCT 103	Residential Materials & Method s2	3
BCT 104	Construction Mathematics 2	3	BCT 104	Construction Mathematics 2	3
	General Education	4		General Education	4
ARCH 110	110 Introduction to Architectural Drawing	2	ARCH 110	110 Introduction to Architectural Drawing	2
ARCH 126	126 Introduction to AutoCAD	3	ARCH 126	126 Introduction to AutoCAD	3
ARCH132	Residential Building Codes	2	ARCH132	Residential Building Codes	2
BCT 134	Construction Scheduling 2	3	BCT 134	Construction Scheduling 2	3
BCT 202	Business Principles for Construction	3	BCT 202	Business Principles for Construction	3
ARCH 133	Commercial Building Codes	2	ARCH 133	Commercial Building Codes	2
ARCH 136	Intermediate AutoCAD	3	ARCH 136	Intermediate AutoCAD	3
BCT 133	Commercial Materials and Methods	3	BCT 133	Commercial Materials and Methods	3
BCT 221	Construction Law	3	BCT 221	Construction Law	3

SP 215	Small Group Communication	4		SP 215	Small Group Communication	4
BCT 150	**Mechanical, Electrical and Plumbing**	**3**		BCT 150	**Mechanical, Electrical and Plumbing (increase credit)**	**4**
BCT 213	Commercial Printreading 3	3		BCT 213	Commercial Printreading 3	3
CAS 170	170 Beginning Excel 5	3		CAS 170	170 Beginning Excel 5	3
CG 209	Job Finding Skills	1		CG 209	Job Finding Skills	1
WR 227	Technical and Professional Writing I	4		WR 227	Technical and Professional Writing I	4
BCT 101	Principals of Construction Surveying	3		BCT 101	Principals of Construction Surveying	3
BCT 204 C	**Construction Estimating Commercial**	3		BCT 204 C	**Construction Estimating Commercial**	3
BCT 206	**Sustainable Construction Practices**	3		BCT 206	**Sustainable Construction Practices**	3
BCT 207	Construction Job Costing	3		BCT 207	Construction Job Costing	3
	General Education	4			General Education	4
BCT 130	Construction Safety	3		BCT 130	Construction Safety	3
BCT 214	Advanced Construction Estimating	3		BCT 214	Advanced Construction Estimating	3
BCT 222	Engineering for Constructors 4	3		BCT 222	Engineering for Constructors 4	3
BCT 225	Engineering for Constructors 4	3		BCT 225	Engineering for Constructors 4	3
	General Education	4			General Education	4
BCT 280A	CE: Building Construction1	3		BCT 280A	CE: Building Construction 1	3
			1	Credits for this class may vary from o1-6 depending on the nature and duration of the cooperative Education. This class may be taken one or more times until the required number of credits are fulfilled	
			2	Class may be challenged by petitioning for course by examination	
			3	ARCH 162 may be substituted for BCT 213	
			4	ARCH 122 may be substituted for BCT 222	
			5	CAS 171 may be substituted for CAS 170	
	Credit Total	**93**			**Credit Total**	**94**

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

Is this a statewide degree?	☐ Yes x No	Has the change been approved by the consortium?	☐ Yes ☐x No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☐x No
Is this a degree option?	☐ Yes x No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate			Requested **implementation date**:		Fall Term 2011
Submitted By:	Robert Steele				
Email:	rsteele@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.

	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:	**Automotive Service Technology**	Proposed Title:	
Current Credits:	97	Proposed Credits:	
Overview and rationale for proposed changes:	Removal of one program outcome and rewording of another to better encompass the scope of possible study.		
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. Updating Outcomes		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ Yes ☒ No

SECTION # 3 PREREQUISITES AND OUTCOMES

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ Yes	☒ 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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☒Yes ☐No

- Repair cars and light trucks with limited supervision.
- Access repair information in a rapidly changing technology.
- Communicate effectively with their employers, customers and co-workers.
- Develop strategies and processes to solve the vehicle's repair problems.
- Perform vehicle repair to the highest professional and ethical standards.
- Be prepared to transfer to a college or university for upper level studies in operations management.
- Prepares the student for managerial or leadership positions in the automotive repair community.

Proposed Outcomes:

- Repair cars and light trucks with limited supervision and to customer satisfaction.
- Access and utilize repair information in a rapidly changing technology.
- Communicate effectively with employers, customers and co-workers.
- Implement strategies and processes to solve the vehicle's repair problems.
- Perform vehicle repair to the highest professional and ethical standards.

- Be prepared to transfer to a college or university for upper level studies.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Credit Total	97		Credit Total	97

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate			Requested implementation date:		Winter 2011
Submitted By:	Scott Morgan				
Email:	samorgan@pcc.edu				

	PORTLAND Community College	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:	Computer Applications and Office Systems Certificate	**Proposed Title:**	**Administrative Assistant Certificate**
Current Credits:	52	**Proposed Credits:**	**52**
Overview and rationale for proposed changes:	\ul The proposed certificate title change is proposed as to better align the certificate with the AAS Degree which is titled Administrative Assistant AAS Degree. The SAC felt the current certificate title was confusing to both students and future employers as to what career or skills were represented from the completion of the certificate. The course that is currently identified as Related Instruction for computation, Math 30, has a course number that is too low. We are proposing changing the stand alone course to BA 111, Introduction to Accounting.		
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. **Certificate Title Change** 2. **Related Instruction template: Proposed course change for stand alone related instruction for computation. Change Math 30 related instruction to BA 111 Introduction to Accounting.**		
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

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☒Yes ☐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	
The change in certificate title does not directly affect the related instruction component. However, the related instruction for this certificate has been identified as incorporating a related instruction course (Math 30) for computation that is too low for minimum math requirements. The attached related instruction template reflects the proposed course change to this requirement. The proposed course is currently part of the core course requirements for the certificate.	

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information	Proposed Certificate Information

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?	**Administrative Assistant AAS Degree**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☒ No

If yes, how?	

Is this a statewide certificate?	**If yes, has the change been approved by the consortium?**
☐ Yes ☒ No	☐ Yes ☐ 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.

Template for Related Instruction in Certificates

45 to 60 credits		Administrative Assistant or Computer Applications and Office Systems			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*
				0				
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
BA	205	Solving Communication Problems with Technology	4	120		120.00		*120.00*
BA	285	Human Relations - Organizations	3	90			90.00	*90.00*
BA	111	Introduction to Accounting	3	90	90.00			*90.00*
		Totals	**10**	**300**	**90.00**	**120.00**	**90.00**	**300.00**
		Minimum for 1 yr certificate:			48.00	48.00	48.00	**240.00**
		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?	yes	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	yes	

	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:	Design for Aging in Place	**Proposed Title:**	**Design for Accessibility and Aging in Place**
Current Credits:	49	**Proposed Credits:**	
Overview and rationale for proposed changes:	After reviewing the content of the certificate it became clear that students will be learning how to design for users of all mobilities and disabilities. This certificate must cover concepts of Universal Design as well as Aging in Place Design.		
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. **Change of the title of the Certificate** 2. **Change to the outcomes of the Certificate**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Fall 2011		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate**	☐ **Yes**	■ **No**

	prerequisites?		
Course Number	**Course Title or Placement level**		

Proposed Prerequisites			
Course Number	**Course Title or Placement level**		

Outcomes		
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	▪**Yes**　　□**No**

1. **Students will develop a deep understanding of the unique needs of older adults and their interior environments. This will be done through a cross disciplinary course outline that includes coursework in interior design, architectural design and drafting, gerontology, sociology and building construction technology.**
2. **Students who complete the program will be prepared to assist, design and consult individual clients on redesign projects for older adult clients.**
3. **Students will be prepared to work in the field of Design for Aging in Place and be able to be employed by builders, architects and interior designers**

Proposed Outcomes: 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 visit:
http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html

Upon completion of the Design for Accessibility and Aging in Place Design a student should be able to:

1. Identify design criteria required for universally-designed residential interiors.
2. Consult with other designers, builders and architects on design requirements for interiors that do not discriminate based on ability of clients and users.

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ▪ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐Yes ▪ 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

No course changes.

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			**Proposed Certificate Information**		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ▪ No	**Is this a Career Pathway?**	☐ Yes ▪ No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ▪ No	
If yes, how?			
Is this a statewide certificate? ▪ Yes ☐ No		**If yes, has the change been approved by the consortium?** ▪ Yes ☐ No	

Submitted by:	Amanda Ferroggiaro
Email:	amanda.ferroggiaro1@pcc.edu
Phone:	(503) 977-4030

Next steps:

1. Save the completed Associate of Applied Science/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 Associate of Applied Science/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.

Template for Related Instruction in Certificates

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in:			
					Computation	Communication	Human Relation	**Total RI**
courses used for embedded related instruction				0				*No RI*
				0				*No RI*
ID	121	Sustainable Materials	3	90	10.00	20.00	10.00	*40.00*
ID	125	Computer Drafting for ID	3	90	20.00			*20.00*
ID	132	Planning Interiors	3	90	10.00	15.00	20.00	*45.00*
ID	133	Space Planning	3	90	10.00	15.00	20.00	*45.00*
ID	138	Intro to Kitchen and Bath	3	90	10.00	15.00	20.00	*45.00*
ID	236	Lighting Design	3	90	15.00	15.00	20.00	*50.00*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
Totals			**18**	**540**	**75.00**	**80.00**	**90.00**	**245.00**
Minimum for 1 yr certificate:					48.00	48.00	48.00	**240.00**
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

45 to 60 credits

Design for Accessibility and Aging in Place

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

Portland Community College	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:	**Kitchen and Bath Certificate**	**Proposed Title:**	
Current Credits:	62	**Proposed Credits:**	59
Overview and rationale for proposed changes:	The certificate currently has outcomes that need to be revised for clarity. The credit requirements of the certificate must come down to 60 credits or less so that it be a true one-year certificate		
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. **Reduce total credits** 2. **Revise outcomes** 3. **Remove ARCH 111 Working Drawings I** 4. **Remove BA 238 Sales** 5. **Increase ID 280A from 3 to 6** 6. **Related Instruction**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Fall 2011		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate**	☐ **Yes**	■ **No**

	prerequisites?	
Course Number	**Course Title or Placement level**	
	The certificate requires college math and writing but these courses are not prerequisite for students to begin the certificate.	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	No change	

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

Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	■ Yes ☐No

List outcomes:
- Evaluate building systems, including structural, mechanical and passive and apply such knowledge to building design requirements.
- Analyze technical and aesthetic requirements, research industry specifications, and specify appropriate building and finish material, equipment, and fixtures.
- Incorporate building code requirements into design, assuring public safety and adherence to local building codes
- Identify aesthetic and spatial requirements for a project, by observation of space and client interview, create design solutions using elements and principles of design.
- Apply universal and accessible design criteria to meet client needs.
- Incorporate environmental considerations, using knowledge of sustainable and natural building and interior finish products.
- Prepare contract documents, using industry standards for written and graphic communication
- Supervise implementation and completion of project through coordination of responsible persons, fulfilling established contractural obligations.
- Practice ethical standards of business conduct and professional services.
- Exhibit organizational skills required to bring project from initial concept to completion.
- Collect information on project after completion, and evaluate success by comparing project expectations to results of actual built solution.
- Communicate and coordinate with consultants to gather and implement technical requirements for project.

Proposed Outcomes: 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 visit:

	College Core Outcome
Graduates should be able to:	
Identify aesthetic and spatial requirements for a project, by observation of space and client interview; create design solutions using elements and principles of design.	
Apply universal and accessible design criteria to meet client needs.	
Incorporate environmental considerations, using knowledge of sustainable building practices and specification of sustainable products, materials and appliances.	
Prepare contract documents, using industry standards for written and graphic communication	

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ Yes ■ No

Related Instruction

Does the revision involve changing or adding Related Instruction?	■ Yes ☐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

The reduction of credit hours will mean this certificate will be responsible for the related instruction of a one year certificate, not a two-year certificate as it currently is with 65 credits.

SECTION #3 COURSE BY COURSE COMPARISON

	Current Certificate Information			Proposed Certificate Information	
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
ARCH 100	Graphic Communication for Designers	3	ARCH 100	Graphic Communication for Designers	3
ARCH 110	Introduction to Architectural Drawing	2	ARCH 110	Introduction to Architectural Drawing	2
ID 131	Introduction to Interiors	3	ID 131	Introduction to Interiors	3
ID 132	Planning Interiors	3	ID 132	Planning Interiors	3
ID 121	Sustainable Materials for Residential Interiors	3	ID 121	Sustainable Materials for Residential Interiors	3
ARCH 111	**Working Drawings I (Remove)**	**3**	ARCH 124	Introduction to Building Systems	3
ARCH 124	Introduction to Building Systems	3	ARCH 121	Structural Systems I	3
ARCH 121	Structural Systems I	3	ARCH 132	Residential Building Codes	2
ARCH 132	Residential Building Codes	2	ART 215	History of American Residential Architecture	3
ART 215	History of American Residential Architecture	3	ID 125	Computer Drafting for Interior Designers	3
ID 125	Computer Drafting for Interior Designers	3	ID 138	Introduction to Kitchen and Bath Planning	3
ID 138	Introduction to Kitchen and Bath Planning	3	ID 135	Professional Practice for Designers	3
BA 238	**Sales (Remove)**	**3**	ID 133	Space Planning	3
ID 133	Space Planning	3	ID 225	CAD for Kitchen and Bath Design	1
ID 135	Professional Practice for Designers	3	ID 236	Lighting Design	3
ID 225	CAD for Kitchen and Bath Design	1	BCT 244	Kitchen and Bath Cabinetry Installation	2
ID 236	Lighting Design	3	ID 238	Advanced Kitchen and Bath Planning	3
BCT 244	Kitchen and Bath Cabinetry Installation	2	**ID 280A**	**CE: Kitchen and Bath Internship (Increase)**	**6**
ID 238	Advanced Kitchen and Bath Planning	3			
ID 280A	**CE: Kitchen and Bath Internship**	**3**	MTH 65	Introductory Algebra or Higher	3
			WR-121	English Composition or Higher	4

MTH 65	Introductory Algebra or Higher	3			
WR121	English Composition or Higher	4			
	Credit total	**62**		**Credit total**	**59**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	■ Yes ☐ No	**Is this a Career Pathway?**	■ Yes ☐ No
If yes, what is the base degree?	**AAS in Interior Design**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ■ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ■ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Amanda Ferroggiaro
Email:	amanda.ferroggiaro1@pcc.edu
Phone:	(503) 977-4030

Next steps:
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Template for Related Instruction in Certificates

45 to 60 credits		Kitchen and Bath 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**
courses used for embedded related instruction				0				*No RI*
				0				*No RI*
ID	121	Sustainable Materials	3	90	10.00	20.00	10.00	*40.00*
ID	125	Computer Drafting for ID	3	90	20.00			*20.00*
ID	132	Planning Interiors	3	90	10.00	15.00	20.00	*45.00*
ID	133	Space Planning	3	90	10.00	15.00	20.00	*45.00*
ID	138	Intro to Kitchen and Bath	3	90	10.00	15.00	20.00	*45.00*
ID	236	Lighting Design	3	90	15.00	15.00	20.00	*50.00*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
Totals			18	540	75.00	80.00	90.00	245.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

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

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

Portland Community College	**CERTIFICATE REVISION REQUEST FORM**	

SECTION #1 OVERVIEW

Current Title:	Marketing Certificate	**Proposed Title:**	
Current Credits:	44	**Proposed Credits:**	
Overview and rationale for proposed changes:	Update certificate outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.		
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. **Updating Outcomes**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	January 2011	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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? ☒Yes ☐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 (previous)	Core Outcome
• Students who successfully complete the One-Year Marketing Certificate will develop basic skills and introductory knowledge appropriate for entry-level supervisory trainee positions.	Outcomes changed below

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**
Graduates will be able to:	
▪ Analyze market situations and evaluate possible marketing solutions in the context of a domestic business setting.	Critical Thinking, Professional Competence
▪ Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
▪ Work effectively in a team or group setting.	Communication, Critical Thinking, Professional Competence, Self-Reflection
▪ Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Communication, Critical Thinking, Professional Competence
▪ Use computer applications for appropriate marketing analysis, presentations, and reports.	Communication, Critical Thinking, Professional Competence
▪ Practice within the ethical and moral issues of business organizations.	Community, Cultural Awareness, Self-Reflection

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☐Yes ☒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

<table>
<tr><td colspan="6">SECTION #3 COURSE BY COURSE COMPARISON</td></tr>
<tr><td colspan="3">Current Certificate Information</td><td colspan="3">Proposed Certificate Information</td></tr>
<tr><td>Course Number</td><td>Course Title</td><td>Credits</td><td>Course Number</td><td>Course Title</td><td>Credits</td></tr>
<tr><td></td><td align="right">Credit total</td><td></td><td></td><td align="right">Credit total</td><td></td></tr>
</table>

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)	
Is this a Related Certificate? ☒ Yes ☐ No	**Is this a Career Pathway?** ☐ Yes ☒ No
If yes, what is the base degree? **Marketing AAS Degree**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No
If yes, how?	
Is this a statewide certificate? ☐ Yes ☒ No	**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No

Submitted by:	**Phil Seder**

Email:	**phillip.seder@pcc.edu**
Phone:	**X8274**

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.
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![Portland Community College logo]	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:	Marketing	**Proposed Title:**	
Current Credits:	91	**Proposed Credits:**	
Overview and rationale for proposed changes:	Update degree outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.		
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. **Updating Outcomes**		

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?	☐ **Yes**	☒ **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?** ☒Yes ☐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 (original)	Core Outcome
Students who successfully complete the AAS in Marketing degree will develop skills and knowledge appropriate for entry-level sales and marketing positions. Upon successful completion of this AAS-Marketing degree, students should be able to: • Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology. • Analyze market situations and evaluate possible marketing solutions in the context of the business setting. • Work effectively in a team or group setting. • Demonstrate an understanding of the strategic marketing process. • Demonstrate basic computer competency. • Demonstrate an understanding of the legal, ethical and economic environment of business organizations. 4.2007	(Completely revised below)

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**
Graduates will be able to:	
▪ Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
▪ Analyze market situations and evaluate possible marketing solutions in the context of the local business setting	Critical Thinking, Professional Competence
▪ Identify situations unique to the global environment and evaluate possible marketing solutions in the context of that business setting.	Cultural Awareness, Critical Thinking, Professional Competence
▪ Work effectively in a team or group setting.	Communication, Critical Thinking, Professional Competence, Self-Reflection
▪ Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Communication, Critical Thinking, Professional Competence
▪ Use computer applications for appropriate marketing analysis, presentations, and reports.	Communication, Critical Thinking, Professional Competence
▪ Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
	Credit Total			**Credit Total**	

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate		Marketing Certificate	**Requested implementation date:**		January 2011
Submitted By:	Phil Seder				
Email:	phillip.seder@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.
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SECTION # 1 OVERVIEW

Current Title:	Management	**Proposed Title:**	
Current Credits:	91	**Proposed Credits:**	

Overview and rationale for proposed changes:	Update degree outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.

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. Updating Outcomes

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?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		

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?** ☒Yes ☐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
Students who successfully complete the AAS in Management degree will develop skills and knowledge appropriate for entry-level supervisory/management trainee positions. Upon successful completion of this AAS-Management degree, students will be able to: • Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology. • Analyze business situations and evaluate possible solutions in the context of the business setting. • Work effectively in a team and group setting. • Demonstrate an understanding of the management process. • Demonstrate basic computer competency. • Demonstrate an understanding of the legal, ethical and economic environment of business organizations	(Completely revised below)

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
Graduates will be able to:	
▪ Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
▪ Analyze business situations and evaluate solutions in the context of the global	Cultural Awareness, Critical

business setting.	Thinking, Professional Competence
▪ Work effectively in a team and group setting.	Communication, Critical Thinking, Professional Competence, Self-Reflection
▪ Apply an understanding of the management process inclusive of planning, organizing, leading, and controlling resources within organizations.	Communication, Critical Thinking, Professional Competence
▪ Utilize computer applications for appropriate managerial analysis, presentations, and reports.	Communication, Critical Thinking, Professional Competence
▪ Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Credit Total			Credit Total	

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**			

If yes, name of career pathway(s) or related certificate		**Requested implementation date:**	**January 2011**
Submitted By:	**Phil Seder**		
Email:	phillip.seder@pcc.edu		

Next steps:

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2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
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	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:	Accelerated Accounting Certificate	**Proposed Title:**	
Current Credits:	29	**Proposed Credits:**	
Overview and rationale for proposed changes:	Update certificate outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.		
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. Updating Outcomes**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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? ☒Yes ☐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 (previous)	Core Outcome
Students who successfully complete the One-Year Accounting Certificate will develop basic skills and introductory knowledge appropriate for entry-level bookkeeping and accounting positions.	Outcomes changed below

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
Graduates will be able to:	
▪ Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.	Communication, Critical Thinking, Professional Competence
▪ Use applicable technology available in accounting practice.	Professional Competence
▪ Communicate effectively with business professionals.	Communication, Professional Competence

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐Yes ☒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
	Credit total			Credit total	

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

Is this a Related Certificate?	☒ Yes ☐ No	Is this a Career Pathway?	☐ Yes ☒ No
If yes, what is the base degree?	Accounting AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? ☒ Yes ☐ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		If yes, has the change been approved by the consortium? ☐ Yes ☐ No	

Submitted by:	Phil Seder
Email:	phillip.seder@pcc.edu
Phone:	X8274

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
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Portland Community College	**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:	Entry-Level Accounting Clerk: Career Pathway Certificate	**Proposed Title:**	
Current Credits:	14	**Proposed Credits:**	
Overview and rationale for proposed changes:	Update certificate outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.		
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. **Updating Outcomes**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	January 2011	

certificate revision   1

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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?** ☒Yes ☐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 (previous)	Core Outcome
• Identify, assess and take advantage of learning opportunities to meet the qualifications for entry level accounting jobs. • Apply understanding of introductory knowledge and skills in accounting and business to accurately perform basic accounting duties. • Demonstrate basic computer competency to meet employer expectations. • Develop short and long-term goals that lead to a career promotion, advanced certificate and/or a degree in	Outcomes changed below

the Accounting field. 5.2007	

Certificate Outcome	Core Outcome
Graduates will be able to:	
▪ Analyze, record, and report accounting information.	Communication, Critical Thinking, Professional Competence
▪ Use applicable technology available in accounting practice.	Professional Competence
▪ Communicate effectively with business professionals.	Communication, Professional Competence

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐Yes ☒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
	Credit total			Credit total	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ☒ No	Is this a Career Pathway?	☒ Yes ☐ No
If yes, what is the base degree?	Accounting AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		If yes, has the change been approved by the consortium? ☐ Yes ☐ No	

Submitted by:	Phil Seder
Email:	phillip.seder@pcc.edu

Phone:	X8274

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.

	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:	Accounting Clerk Certificate	**Proposed Title:**	
Current Credits:	48	**Proposed Credits:**	
Overview and rationale for proposed changes:	• Update certificate outcomes to add consistency between degrees and certificates and reflect PCC and state preferences. • Replace related instruction computation course		
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. **Update Outcomes** 2. **Related instruction computation course replacement**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	As soon as possible	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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? ☒Yes ☐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 (previous)	Core Outcome
Students who successfully complete the One-Year Accounting Clerk Certificate will develop basic skills and introductory knowledge appropriate for entry-level bookkeeping positions.	Outcomes changed below

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**
Graduates will be able to:	
▪ Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.	Communication, Critical Thinking, Professional Competence
▪ Use applicable technology available in accounting practice.	Professional Competence
▪ Communicate effectively with business professionals.	Communication, Professional Competence
▪ Recognize basic ethical conflicts & issues in accounting.	Community, Cultural Awareness, Professional Competence, Self-Reflection
▪ Use accounting and financial information for analysis and reporting.	Critical Thinking

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☒Yes ☐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	
Please see attached *Template for Related Instruction* change relating to computation requirements.	

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
	Credit total			Credit total	

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

Is this a Related Certificate?	☒ Yes ☐ No	Is this a Career Pathway?	☐ Yes ☒ No
If yes, what is the base degree?	Accounting AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		If yes, has the change been approved by the consortium? ☐ Yes ☐ No	

Submitted by:	Phil Seder
Email:	phillip.seder@pcc.edu
Phone:	X8274

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.

Template for Related Instruction in Certificates

45 to 60 credits		Accounting Clerk - 1 year 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*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
BA	111	Introduction to Accounting	3	90	90.00			*90.00*
BA	205	Solving Communications Problems with Technology	4	120		120.00		*120.00*
BA	285	Human Relations in Organizations	3	90			90.00	*90.00*
		Totals	**10**	**300**	**90.00**	**120.00**	**90.00**	**300.00**
		Minimum for 1 yr certificate:			48.00	48.00	48.00	**240.00**
		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?		
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:	AAS Retail Management	**Proposed Title:**	
Current Credits:	94	**Proposed Credits:**	
Overview and rationale for proposed changes:	**Update degree 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).	**1. Outcome changes only**		

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?	☐ Yes	x☐ 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?** **X☐Yes ☐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
Use soft and hard skills in technology and communication to be effective in positions within retail environment.	

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
Graduates will be able to:	
▪ Use management skills to effectively utilize company resources in a retail environment.	Professional Competence, Critical Thinking,

▪ Recommend and implement appropriate retail strategies in different business environments.	Professional Competence, Critical Thinking,
▪ Use data analysis skills to identify and analyze business data common in a retail environment. Make recommendations based on the data analysis.	Critical Thinking and Problem Solving,
▪ Use soft and hard skills in technology and communication to be effective in positions within the retail environment.	Community and Environmental Responsibility, Communication
▪ Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Cultural Awareness, Professional Competence
▪ Evaluate career opportunities within the retail industry and assess the personal skills needed within the industry for career advancement.	Self Reflection, Critical Thinking,
▪	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Credit Total			Credit Total	

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

Is this a statewide degree?	☐ Yes X☐ No	Has the change been approved by the consortium?	☐ Yes X☐ No	Are there any career pathway(s) or related certificates attached to this degree?	X☐ Yes ☐ No

Is this a degree option?	☐ Yes x☐ No	If yes, name of the base degree:	
If yes, name of career pathway(s) or related certificate	Retail Management Certificate Retail Sales and Service: Career Pathway Certificate	Requested implementation date:	January 2011
Submitted By:	Greg Rapp		
Email:	grapp@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.

![Portland Community College logo] Portland Community College	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:	Accounting	**Proposed Title:**	
Current Credits:	91	**Proposed Credits:**	
Overview and rationale for proposed changes:	Update degree outcomes to add consistency between degrees and certificates and reflect PCC and state preferences.	
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. **Updating Outcomes**	

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?	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
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?** ☒Yes ☐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 (previous)	Core Outcome
Students who successfully complete the AAS in Accounting degree will develop skills and knowledge appropriate for entry-level bookkeeping and accounting positions. Upon successful completion of this AAS-Accounting degree, students will be able to: ▪ Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles. ▪ Use applicable technology available in accounting practice. ▪ Communicate effectively with business professionals. ▪ Apply an understanding of the economic environment impact and legal and ethical issues within business organizations. ▪ Use accounting and financial information for decision making. 6.2010	(Completely revised below)

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
Graduates will be able to:	
▪ Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.	Communication, Critical Thinking, Professional Competence
▪ Use applicable technology available in accounting practice.	Professional Competence
▪ Communicate effectively with business professionals.	Communication, Professional

					Competence
▪ Practice within the legal, ethical, and economic standards of the business environment.					Community, Cultural Awareness, Professional Competence, Self-Reflection
▪ Develop and interpret accounting and financial information for decision making					Critical Thinking

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	No change				
	Credit Total			Credit Total	

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☐ No	Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate	• Accounting Clerk Certificate • Accelerated Accounting Certificate • Entry-Level Accounting Clerk: Career Pathway Certificate	Requested implementation date:	January 2011		
Submitted By:	Phil Seder				
Email:	phillip.seder@pcc.edu				

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

	ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM	

SECTION # 1 OVERVIEW

Current Title:	**Electronic Engineering Technology**	**Proposed Title:**	
Current Credits:	102	**Proposed Credits:**	104

Overview and rationale for proposed changes:	

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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Change the Writing pre-req from WR 115 to completion of WR 121 3. Increase EET 122 from 3 credits to 4 credits 4. Decrease EET 123 from 5 credits to 4 credits 5. Add EET 272 to the course of study 6. Add MTH 252 as an additional "or" to MTH 243 7. Remove EET 255 from the degree 8. Add EET 273 to the course of study 9. Change MTH111B or MTH 111C to MTH 111 10. Add OSHA safety training as a substitution for EET 188

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ Yes ☒ No

SECTION # 3 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?	☒ Yes	☐ No
Course Number	**Course Title or Placement level**		

	Placement in Math 95 and WR 115	

Proposed Prerequisites

Course Number	Course Title or Placement level	
	Placement into Math 111 or higher	
	Completion of WR 121	

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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

- Qualify for employment in the electrical and/or electronics field.
- Install, service and repair electrical and electronics systems, and perform technician work in the manufacturing area by applying knowledge of electrical, electronics, control systems, and programming concepts.
- Assist engineers with the design of electrical and electronics systems by applying knowledge of electrical, electronics, control systems, and programming concepts.
- Communicate effectively both at the individual level and within team settings.
- Apply ethical and professional practice within the field of electrical and electronics.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

Proposed Outcomes:

1.
2.
3.

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
EET 101	Intro to Electronic Technology	1	EET 101	Intro to Electronic Technology	1
EET 111	Electrical Circuit Analysis I	5	EET 111	Electrical Circuit Analysis I	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
MTH 111C	**College Algebra for Math, Science and Engineering (Remove)**	**5**	**MTH 111**	**College Algebra (Add)**	**5**
	or				
MTH 111B	**College Algebra for Math, Science and engineering (Remove)**				
WR 121	**English Composition (Remove)**	**4**			
EET 112	Electrical Circuit Analysis II	5	EET 112	Electrical Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[6] (See Below)**	**1**
MTH 112	Elementary Functions	5	MTH 112	Elementary Functions	5
	General Education	6		General Education	6
CS 133U	Introduction to C[5]	4	CS 133U	Introduction to C[5]	4
EET 113	Electrical Power	5	EET 113	Electrical Power	5
EET 123	**Digital Systems III**	**5**	**EET 123**	**Digital Systems III (Decrease)**	**4**
EET 178	PC Architecture for Technicians	4	EET 178	PC Architecture for Technicians	4
EET 221	Semiconductor Devices & Circuits	5	EET 221	Semiconductor Devices & Circuits	5
EET 241	Microcomputer Systems	4	EET 241	Microcomputer Systems	4

MTH 243	Statistics I[4]	4	MTH 243	Statistics I[4]	4
PHY 201	General Physics[1]	4	PHY 201	General Physics[1]	4
EET 222	Operational Amplifier Circuits	5	EET 222	Operational Amplifier Circuits	5
EET 242	Microcontroller Systems	4	EET 242	Microcontroller Systems	4
EET 254	EET Seminar	1	EET 254	EET Seminar	1
PHY 202	General Physics[2]	4	PHY 202	General Physics[2]	4
EET 223	RF Communication Circuits	5	EET 223	RF Communication Circuits	5
EET 255	**Industrial Control Systems (Remove)**	**4**	**EET 272**	**Motors and Generators (Add)**	3
EET 256	Electronic Capstone Project	2	EET 256	Electronic Capstone Project	2
	or			or	
EET 280A	CE: Electronic Engineering Technology		EET 280A	CE: Electronic Engineering Technology	
PHY 203	General Physics[3]	4	PHY 203	General Physics[3]	4
			EET 273	**Electronic Control Systems (Add)**	**3**
	[1]PHY 211 may be substituted			[1]PHY 211 may be substituted	
	[2]PHY 212 may be substituted			[2]PHY 212 may be substituted	
	[3]PHY 213 may be substituted			[3]PHY 213 may be substituted	
	[4]MTH 251 may be substituted			[4]MTH 251 or MTH 252 **(Add)** may be substituted	
	[5]CS 161 may be substituted (*required by OIT*)			[5]CS 161 may be substituted (*required by OIT*)	
				[6] **OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)**	
	Credit Total	**102**		**Credit Total**	**100**

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No

Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:	
If yes, name of career pathway(s) or related certificate		EET Certificate	Requested implementation date:	Fall 2011
Submitted By:	Sanda Williams		
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.

Portland Community College	**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:	**Biomedical Engineering Technology**	**Proposed Title:**	
Current Credits:	**103**	**Proposed Credits:**	**102**

Overview and rationale for proposed changes:	.

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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Add "Any medical terminology class, 3cr minimum" to the pre-reqs 3. Increase EET 122 from 3 credits to 4 credits 4. Decrease EET 123 from 5 credits to 4 credits 5. Add EET 273 6. Remove EET 255 from the degree 7. Add OSHA safety training as a substitution for EET 188 8. Change MTH111B or MTH 111C to MTH 111

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 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?	☒ Yes	☐ No
Course Number	**Course Title or Placement level**		

	Completion of WR 121	
	Placement into MTH 95 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	
	MP 111 & BI 121 & BI 122 or MP 111 & BI 231, BI 232, and BI 233	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Completion of WR 121	
	Placement into MTH 111 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	
	In addition to MP 111 or Any medical terminology course, (3cr min), students must also take either BI 121 and BI 122 **OR** BI 231, BI 232 and BI 233	
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

- Qualify for employment in the medical equipment field as technicians.
- Install, service and repair medical equipment systems, and perform technician work in the manufacturing of medical equipment systems by applying knowledge of electrical, electronics, control systems, networking, biomedical equipment concepts.
- Apply knowledge of electrical, electronics, control systems, networking, biomedical equipment concepts working with engineers on the design of medical equipment systems.
- Qualify to train health care professionals on the use of medical equipment.
- Communicate effectively both at the individual level and within team settings.
- Apply ethical and professional practice within the field of medical equipment.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering. 11.2009

Proposed Outcomes:

1.
2.
3.

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
EET 101	Intro to Electronic Technology	1	EET 101	Intro to Electronic Technology	1
EET 111	Electric Circuit Analysis I	5	EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
MTH 111B or	**College Algebra-Business, Mgmt Life and Social Science* (Remove)**	5	**MTH 111**	**College Algebra (Add)**	**5**
MTH 111C	**College Algebra for Math, Science and Engineering* (Remove)**				
Gen Ed		6	Gen Ed		6
CIS 179	Data Com Concepts I	4	CIS 179	Data Com Concepts I	4
EET 112	Electric Circuit Analysis II	5	EET 112	Electric Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[2] (See below)**	**1**
MTH 112	Elementary Functions*	5	MTH 112	Elementary Functions*	5
CS 133U	Introduction to C[1]	4	CS 133U	Introduction to C[1]	4
EET 113	Electrical Power	5	EET 113	Electrical Power	5
EET 123	**Digital Systems III**	**5**	**EET 123**	**Digital Systems III (Decrease)**	**4**

EET 178	PC Architecture for Technicians	4		EET 178	PC Architecture for Technicians	4
EET 221	Semi Devices & Circuits	5		EET 221	Semi Devices & Circuits	5
EET 241 or	Microcomputer Systems	4		EET 241 Or	Microcomputer Systems	4
CIS 278	Data Com Concepts II			CIS 278	Data Com Concepts II	
EET 260	Biomedical Equipment I	4		EET 260	Biomedical Equipment I	4
EET 222	OP-Amp Circuits	5		EET 222	OP-Amp Circuits	5
EET 242	Microcontroller Systems	4		EET 242	Microcontroller Systems	4
EET 254	EET Seminar	1		EET 254	EET Seminar	1
EET 261	Biomedical Equipment II	4		EET 261	Biomedical Equipment II	4
EET 280C	CE: BMET Practicum	11		EET 280C	CE: BMET Practicum	11
EET 223	RF Communication Circuits	5		EET 223	RF Communication Circuits	5
EET 255	**Industrial Control Systems (Remove)**					
				EET 273	**Electronic Control Systems (Add)**	**3**
	[1] CS 161 may be substituted				[1] CS 161 may be substituted	
					[2] OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)	
	*Could be used as Gen Ed				*Could be used as Gen Ed	
	Credit Total	**103**			**Credit Total**	**102**

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No
Is this a degree option?	☒ Yes ☐ No	If yes, name of the base degree:			
				Electronic Engineering Technology	
If yes, name of career pathway(s) or related certificate			Requested implementation date:		Fall 2011
Submitted By:	Sanda Williams				
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.

Portland Community College	**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:	EET: Mechatronics/Automation/Robotics Technology	**Proposed Title:**
Current Credits:	106	**Proposed Credits:** 107
Overview and rationale for proposed changes:		
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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Increase EET 122 from 3 credits to 4 credits 3. Decrease EET 123 from 5 credits to 4 credits 4. Remove CS 161 from the course of study and add it to the pre-reqs 5. Remove EET 223 from the MARET Degree Electives List 6. Remove ELT 125 from the MARET Degree Electives List 7. Remove ELT 225 from the MARET Degree Electives List 8. Remove ELT 126 from the MARET Degree Electives List 9. Remove EET 255 from the course of study 10. Remove EET 271 from the course of study 11. Add EET 101 to course of study 11. Change MTH 111C to MTH 111 12. Remove DRF 270 from course of study and add to the MARET Degree Electives List 13. Remove DRF 126 from course of study and add to the MARET Degree Electives List 14. Remove CMET 113 from course of study and add to the MARET Degree Electives List 15. Add ELT 126 to the course of study 16. Add EET 272 to the course of study 17. Add EET 273 to the course of study 18. Add ELT 125 to the course of study 19. Add EET 223 to the course of study 20. Add ELT 225 to the course of study	

	21. Add OSHA safety training as a substitution for EET 188 22. Decrease the number of electives from 4 to 3cr

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 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?	☒ Yes	☐ No
Course Number	**Course Title or Placement level**		
	Placement in Math 95		
	Completion of WR 121		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Placement in Math 111 or higher	
	Completion of WR 121	
	Completion of CS 161	
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

Graduates can work as technicians in the manufacturing and servicing and repair of the automated systems or as engineers' aids assisting them with the design of automated system.

Proposed Outcomes:

- Qualify for employment in the automation/mechatronics/robotics field as technicians.

- Install, service and repair automated systems, and perform technician work in the manufacturing of automated systems by applying knowledge of electrical, electronics, mechanical, control systems, and hydraulics/pneumatics concepts.

- Apply knowledge of electrical, electronics, mechanical, control systems, hydraulics/pneumatics concepts when assisting engineers with the design of automated systems.
- Communicate effectively both at the individual level and within team settings.
- Apply ethical and professional practice within the field of automation/mechatronics/robotics
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
			EET 101	**Intro to Electronic Technology (Add)**	**1**
EET 111	Electrical Circuit Analysis I	5	EET 111	Electrical Circuit Analysis I	5
MTH 111C	**College Algebra for Math, Science and Engineering (Remove)**	**5**	**MTH 111**	**College Algebra (Add)**	**5**
PHY 201	General Physics	4	PHY 201	General Physics	4
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
EET 112	Electrical Circuit Analysis II	5	EET 112	Electrical Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[1] (See Below)**	**1**
MTH 112	Elementary Functions	5	MTH 112	Elementary Functions	5
PHY 202	General Physics	4	PHY 202	General Physics	4
CS 161	**Computer Science I (Move to pre-req)**	**4**			

EET 113	Electrical Power		5	EET 113	Electrical Power	5
EET 123	**Digital Systems III**		**5**	**EET 123**	**Digital Systems III (Decrease)**	**4**
PHY 203	General Physics		4	PHY 203	General Physics	4
CS 162	Computer Science II		4	CS 162	Computer Science II	4
Gen Ed			6	Gen Ed		6
CMET 213	Fluid Mechanics		3	CMET 213	Fluid Mechanics	3
DRF 270 OR	**SolidWorks Fundamentals (Move to electives)**		**3**			
DRF 126 OR	**Introduction to AutoCAD (Move to electives)**					
CMET 113	**Engineering Tech Graphics (Move to electives)**					
EET 221	Semiconductor Devices & Circuits		5	EET 221	Semiconductor Devices & Circuits	5
EET 241	Microcomputer Systems		4	EET 241	Microcomputer Systems	4
MCH 121	Manufacturing Processes I		4	MCH 121	Manufacturing Processes I	4
EET 222	Operational Amplifier Circuits		5	EET 222	Operational Amplifier Circuits	5
EET 242	Microcontroller Systems		4	EET 242	Microcontroller Systems	4
EET 254	EET Seminar		1	EET 254	EET Seminar	1
EET 255	**Industrial Control Systems (Remove)**		**4**			
EET 256 OR	Electronic Capstone Project		2	EET 256 OR	Electronic Capstone Project	2
EET 280A	CE: Electronic Eng Tech			EET 280A	CE: Electronic Eng Tech	
EET 271	**Robotics (Remove)**		**4**			
	MARET Degree Electives		**4**	**ELT125**	**Basic PLC (Add)**	**2**
				ELT 126	**Intermediate PLC (Add)**	**2**
				EET 272	**Motors and Generators (Add)**	**3**
				EET 223	**RF Communications (Add)**	**5**
				ELT 225	**Advanced PLC (Add)**	**2**
				ELT 273	**Electronic Control Systems (Add)**	**3**
					MARET Degree Electives (Decrease)	**3**
	Credit Total	**106**			**Credit Total**	**108**
					[1] OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)	

	MARET Degree Electives List			MARET Degree Electives List	
EET 178	PC Architecture for Technicians	4	EET 178	PC Architecture for Technicians	4
EET 223	**RF Communications Circuits (Move to course of study)**	**5**	MCH 158	Project Machine Technology	3
ELT 125	**Basic Programmable Controllers (Move to course of study)**	**2**	MT 101	Intro to Semiconductor Mfg	1
ELT 126	**Intermediate Programmable Controllers (Move to course of study)**	**2**	MT 102	Into to Semiconductor Devices	1
ELT 225	**Advanced Programmable Controllers (Move to course of study)**	**2**	MT 104	Intro to Solar Voltaic Processing	1
MCH 158	Project Machine Technology	3	**DRF 270**	**SolidWorks Fundamentals (Add)**	**3**
MT 101	Intro to Semiconductor Mfg	1	**CMET 113**	**Engineering Tech Graphics (Add)**	**3**
MT 102	Into to Semiconductor Devices	1	**DRF 126**	**Intro to AutoCAD (Add)**	**3**
MT 104	Intro to Solar Voltaic Processing	1	MT 222	Quality Control Methods in Mfg	3
MT 222	Quality Control Methods in Mfg	3			

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☐ No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No

Is this a degree option?	☒ Yes ☐ No	If yes, name of the base degree:		Electronic Engineering Techonology
If yes, name of career pathway(s) or related certificate			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.

Portland Community College	**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:	**Wireless and Data Communication**	**Proposed Title:**	
Current Credits:	**102**	**Proposed Credits:**	**98**

Overview and rationale for proposed changes:	
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. Change Math pre-req from MTH 95 or higher to MTH 111 or higher 2. Remove WR 121 from the course of study and add as a pre-req 3. Increase EET 122 from 3cr to 4cr 4. Decrease EET 123 from 5cr to 4cr 5. Add MTH 252 as an "or" of MTH 243 substitution 6. Add OSHA safety training as a substitution for EET 188 7. Change MTH 111B or MTH 111C to MTH 111

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 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?	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	Completion of WR 121		

	Placement into MTH 95 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Completion of WR 121	
	Placement into MTH 111 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

- Qualify for employment in the wireless and data communications field as technicians.
- Install, service and repair wireless and data communications systems, and perform technician work in the manufacturing area of wireless and data communications systems by applying knowledge of electrical, electronics, wireless and data communications concepts.
- Assist engineers in the design of wireless and data communications systems by applying knowledge of electrical, electronics, wireless and data communications concepts.
- Communicate effectively both at the individual level and within team settings.
- Apply ethical and professional practice within the field of wireless and data communications
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering. 11.2009

Proposed Outcomes:

1.
2.
3.

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
EET101	Intro to Electronic Testing Equipment/Soldering/Tools	1	EET101	Intro to Electronic Testing Equipment/Soldering/Tools	1
EET121	Digital Systems I	3	EET121	Digital Systems I	3
EET111	Electrical Circuit Analysis I	5	EET111	Electrical Circuit Analysis I	5
WR121	**English Composition (Remove)**	**4**			
MTH111B	**College Algebra-Business, Management, Life & Social Science* (Remove)**	**5**	**MTH 111**	**College Algebra (Add)**	**5**
	Or				
MTH111C	**College Algebra for Math, Science and Engineering*(Remove)**				
MTH112	Elementary Functions*	5	MTH112	Elementary Functions*	5
	General Education Courses	6		General Education Courses	6
EET112	Electrical Circuit Analysis II	5	EET112	Electrical Circuit Analysis II	5
EET122	**Digital Systems II**	**3**	**EET122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[1] (See Below)**	**1**
EET113	Electrical Power	5	EET113	Electrical Power	5
EET123	**Digital Systems III**	**5**	**EET123**	**Digital Systems III (Decrease)**	**4**
EET178	PC Architecture for Technicians	4	EET178	PC Architecture for Technicians	4

CS133U Or	Introduction to C	4	CS133U Or	Introduction to C	4
CS161	Computer Science I*		CS161	Computer Science I*	
EET241	Microcomputer Systems	4	EET241	Microcomputer Systems	4
EET221	Semiconductor Devices and Circuits	5	EET221	Semiconductor Devices and Circuits	5
MTH243 Or	Statistics I*	4	MTH243 Or	Statistics I*	4
MTH251	Calculus I*		MTH251 OR	Calculus I*	
			MTH 252	**Calculus II * (ADD)**	
EET222	Operational Amplifier Circuits	5	EET222	Operational Amplifier Circuits	5
EET242	Microcontroller Systems	4	EET242	Microcontroller Systems	4
CIS188	Introduction to Wireless Networking	4	CIS188	Introduction to Wireless Networking	4
EET254	EET Seminar	1	EET254	EET Seminar	1
CIS179	Data Communication Concepts I	4	CIS179	Data Communication Concepts I	4
CIS278	Data Communication Concepts II	4	CIS278	Data Communication Concepts II	4
CIS189	Wireless Security	4	CIS189	Wireless Security	4
EET223	RF Communications Circuits	5	EET223	RF Communications Circuits	5
EET256 Or	Electronic Capstone Project	2	EET256 Or	Electronic Capstone Project	2
EET 280A	CE: Electronic Engineering Technology		EET 280A	CE: Electronic Engineering Technology	
				[1] **OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)**	
	*Could be used as Gen Ed			*Could be used as Gen Ed	

		Credit Total	102			Credit Total	98

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No
Is this a degree option?	☒ Yes ☐ No	If yes, name of the base degree:			
				Electronic Engineering Technology AAS	
If yes, name of career pathway(s) or related certificate		Requested implementation date:		**Fall 2011**	
Submitted By:	**Sanda Williams**				
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.

	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:	Renewable Energy	Proposed Title:	
Current Credits:	105	Proposed Credits:	104
Overview and rationale for proposed changes:	.		
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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Increase EET 122 from 3 credits to 4 credits 3. Decrease EET 123 from 5 credits to 4 credits 4. Add EET 273 5. Remove EET 255 from the degree 6. Title change for EET 269 7. Add OSHA safety training as a substitution for EET 188 8. Change MTH111B or MTH 111C to MTH 111		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 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?	☒ Yes	☐ No
Course Number	**Course Title or Placement level**		
	Completion of WR 121		

	Placement into MTH 95 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Completion of WR 121	
	Placement into MTH 111 or higher	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

- Qualify for employment in the renewable energy field as technicians.
- Install, service and repair renewable energy systems, and perform technician work in the manufacturing of renewable energy systems by applying knowledge of electrical, electronics, mechanical, control systems, and hydraulics/pneumatics concepts.
- Apply knowledge of electrical, electronics, mechanical, control systems, hydraulics/pneumatics concepts when assisting engineers with the design of renewable systems.
- Communicate effectively both at the individual level and within team settings.
- Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
- Apply ethical and professional practice within the field of renewable energy.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering. 11.2009

Proposed Outcomes:

1.
2.
3.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
EET 101	Intro to Electronic Technology	1	EET 101	Intro to Electronic Technology	1
EET 110	Intro to Renewable Energy [3]	3	EET 110	Intro to Renewable Energy [3]	3
EET 111	Electric Circuit Analysis I	5	EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
MTH 111B or	**College Algebra-Business, Mgmt Life and Social Science*(Remove)**	**5**	**MTH 111**	**College Algebra (Add)**	**5**
MTH 111C	**College Algebra for Math, Science and Engineering*(Remove)**				
EET 112	Electric Circuit Analysis II	5	EET 112	Electric Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[5] (See Below)**	**1**
MTH 112	Elementary Functions*	5	MTH 112	Elementary Functions*	5
PHY 201	General Physics*[1]	4	PHY 201	General Physics*[1]	4
EET 113	Electrical Power	5	EET 113	Electrical Power	5
EET 123	**Digital Systems III**	**5**	**EET 123**	**Digital Systems III (Decrease)**	**4**
EET 178	PC Architecture for Technicians	4	EET 178	PC Architecture for Technicians	4
EET 221	Semi Devices & Circuits	5	EET 221	Semi Devices & Circuits	5
CS 133U	Introduction to C[4]	4	CS 133U	Introduction to C[4]	4
EET 113	Electrical Power	5	EET 113	Electrical Power	5
PHY 202	General Physics*[2]	4	PHY 202	General Physics*[2]	4
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3

EET 241	Microcomputer Systems	4	EET 241	Microcomputer Systems	4
ELT 125	Basic PLC	2	ELT 125	Basic PLC	2
Gen Ed		6	Gen Ed		6
EET 222	Op-Amp Circuits	5	EET 222	Op-Amp Circuits	5
EET 242	Microcontroller Systems	4	EET 242	Microcontroller Systems	4
EET 254	EET Seminar	1	EET 254	EET Seminar	1
ELT 126	Intermediate PLC	2	ELT 126	Intermediate PLC	2
EET 223	RF Communication	5	EET 223	RF Communication	5
EET 255	**Industrial Control Systems (Remove)**	**4**			
			EET 273	**Electronic Control Systems (Add)**	**4**
EET 256 OR	Electronic Capstone Project	2	EET 256 OR	Electronic Capstone Project	2
EET 280A	CE: Electronic Engineering Tech		EET 280A	CE: Electronic Engineering Tech	
ELT 225	Advanced PLC	2	ELT 225	Advanced PLC	2
RES	Program Electives	3	RES	Program Electives	3
	[1] PHY 211 may be substituted			[1] PHY 211 may be substituted	
	[2] PHY 212 may be substituted			[2] PHY 212 may be substituted	
	[3] REE 201 or OIT can be substituted, as well as RET 101/102 at CGCC			[3] REE 201 or OIT can be substituted, as well as RET 101/102 at CGCC	
	[4] CS 161 may be substituted			[4] CS 161 may be substituted	
				[5] OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)	
	*Could be used as Gen Ed			*Could be used as Gen Ed	
	Renewable Energy Systems Program Electives			**Renewable Energy Systems Program Electives**	
EET 269	**Wind Power**	**3**	**EET 269**	**Wind Mechanics (Title Change)**	**3**
RET 122	Mechanical Power	5	RET 122	Mechanical Power	5
MT 101	Intro to Semiconductor Mfg	1	MT 101	Intro to Semiconductor Mfg	1
MT 102	Intro to Semiconductor Devices	1	MT 102	Intro to Semiconductor Devices	1
MT 104	Intro to Solar Voltaic Processing	1	MT 104	Intro to Solar Voltaic Processing	1

| | | | | Credit Total | 105 | | | | Credit Total | |

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

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No
Is this a degree option?	☒ Yes ☐ No	If yes, name of the base degree:			Electronic Engineering Technology
If yes, name of career pathway(s) or related certificate	Renewable Energy Career Pathway Certificate	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.
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Portland Community College

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:	Renewable Energy Systems	**Proposed Title:**	
Current Credits:	42	**Proposed Credits:**	40

Overview and rationale for proposed changes:	
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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Increase EET 122 from 3 credits to 4 credits 3. Title change for EET 269 5. Add OSHA safety training as a substitution for EET 188 6. Remove 3 credits of General Education 7. Change MTH 111C to MTH 111
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

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ Yes	☐ No

Course Number	Course Title or Placement level	
	Placement into Math 95	
	Completion of WR 121	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	

Proposed Prerequisites

Course Number	Course Title or Placement level	
	Placement into Math 111 or higher	
	Completion of WR 121	
	Basic computer skills in the Windows operating system, word processing and spreadsheets are required	

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

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	☐Yes ☒No

List outcomes:
- Qualify for employment in the renewable energy field as entry level operators.
- Assist technicians with Installation, repair and servicing and manufacturing of renewable energy systems by applying basic knowledge of electrical, electronics, mechanical, control systems, and hydraulics/pneumatics concepts.
- Communicate effectively both at the individual level and within team settings.
- Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
- Apply ethical and professional practice within the field of renewable energy.
- Achieve success in continuing their education towards completion of an AAD degree in engineering technology.

Proposed Outcomes: 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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html

List outcomes:
1.
2.
3.

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ☒ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐Yes ☒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**
EET 101	Introduction to Electronic Technology	1	EET 101	Introduction to Electronic Technology	1
EET 110	Intro to Renewable Energy	3	EET 110	Intro to Renewable Energy	3
EET 111	Electric Circuit Analysis I	5	EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
MTH 111C	**College Algebra for Math, Science and Engineering (Remove)**	**5**	**MTH 111**	**College Algebra (Add)**	**5**
	Gen Ed (Remove)	**3**			
EET 112	Electric Circuit Analysis II	5	EET 112	Electric Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[1] (See Below)**	**1**
MTH 112	Elementary Functions	5	MTH 112	Elementary Functions	5
EET 113	Electrical Power	5	EET 113	Electrical Power	5
	RES Program Electives	3		RES Program Electives	3
			ELT 125	**Basic PLC (Add)**	**2**
				[1]OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)	
	Renewable Energy Systems Program Electives			**Renewable Energy Systems Program Electives**	
EET 269	**Wind Power**	**3**	**EET 269**	**Wind Mechanics (Title Change)**	**3**
RET 122	Mechanical Power	5	RET 122	Mechanical Power	5
MT 101	Intro to Semiconductor Mfg	1	MT 101	Intro to Semiconductor Mfg	1
MT 102	Intro to Semiconductor Devices	1	MT 102	Intro to Semiconductor Devices	1
MT 104	Intro to Solar Voltaic Processing	1	MT 104	Intro to Solar Voltaic Processing	1
	Credit total	**42**		**Credit total**	**42**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☒ Yes ☐ No
If yes, what is the base degree?	Renewable Energy	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Sanda Williams
Email:	
Phone:	

Next steps:

1. Save the completed Associate of Applied Science/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 Associate of Applied Science/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.

	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:	Electronic Engineering Technology	**Proposed Title:**	
Current Credits:	53	**Proposed Credits:**	49
Overview and rationale for proposed changes:			
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. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher 2. Change the Writing pre-req from WR 115 to completion of WR 121 3. Increase EET 122 from 3 credits to 4 credits 4. Decrease EET 123 from 5 credits to 4 credits 5. Change MTH 111C to MTH 111 6. Add OSHA safety training as a substitution for EET 188 7. Remove WR 121 from the course of study		
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

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☒ Yes	☐ No

Course Number	Course Title or Placement level	
	Placement into Math 95	
	Completion of WR 115	

Proposed Prerequisites

Course Number	Course Title or Placement level	
	Placement in Math 111 or higher	
	Completion of WR 121	

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

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	☐Yes ☒No

List outcomes:

- Qualify for employment in the electrical and/or electronics field as entry level operators.
- Assist technicians with Installation, repair and servicing and manufacturing of the electrical and electronics by applying basic knowledge of electrical, electronics, and programming concepts.
- Communicate effectively both at the individual level and within team settings.
- Apply ethical and professional practice within the field of renewable energy.
- Achieve success in continuing their education towards completion of an AAD degree in engineering technology.

Proposed Outcomes: 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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html

List outcomes:
1.
2.
3.

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ☒ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐Yes ☒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
EET 101	Intro to Electronic Technology	1	EET 101	Intro to Electronic Technology	1
EET 111	Electrical Circuit Analysis I	5	EET 111	Electrical Circuit Analysis I	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
MTH 111C	**College Algebra for Math, Science and Engineering (Remove)**	5			
			MTH 111	**College Algebra**	5
WR 121	**English Composition (Remove)**	**4**			
EET 112	Electrical Circuit Analysis II	5	EET 112	Electrical Circuit Analysis II	5
EET 122	**Digital Systems II**	**3**	**EET 122**	**Digital Systems II (Increase)**	**4**
EET 188	**Industrial Safety**	**1**	**EET 188**	**Industrial Safety[2] (See Below)**	**1**
MTH 112	Elementary Functions	5	MTH 112	Elementary Functions	5
	General Education	3		General Education	3
CS 133U	Introduction to C[1]	4	CS 133U	Introduction to C[1]	4
EET 113	Electrical Power	5	EET 113	Electrical Power	5
EET 123	**Digital Systems III**	**5**	**EET 123**	**Digital Systems III**	**4**
EET 178	PC Architecture for Technicians	4	EET 178	PC Architecture for Technicians	4
	[1] CS 161 may be substituted			[1] CS 161 may be substituted	
				[2] OHSA safety training may be substituted. Student must apply for none traditional credit to meet credit requirements for the certificate. (Add)	
	Credit total	**53**		**Credit total**	**49**

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

Is this a Related Certificate?	☒ Yes ☐ No	Is this a Career Pathway?	☐ Yes ☒ No

If yes, what is the base degree?	Electronic Engineering Technology AAS	Will the proposed change affect the Career Pathway or Related Certificate? ☐ Yes ☒ No
If yes, how?	The pre-req's for the AAS will also change.	
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☒ No

Submitted by:	Sanda Williams
Email:	
Phone:	

Next steps:
1. Save the completed Associate of Applied Science/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 Associate of Applied Science/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.

Template for Related Instruction in Certificates

1 year certificate 45 to 60 credits		Electronic Engineering Technology			Related instruction Hours in:			
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example: B 101		Basket Weaving Basics	4	120	6	12	8	26
		General Education Social Sciences	4	120			120.00	120.00
MTH	111C	College Algebra	5	150	150.00			150.00
WR	121	English Composition	4	120		120.00		120.00
				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	13	390	150.00	120.00	120.00	390.00
		Minimum for 1 yr certificate:			48.00	48.00	48.00	240.00
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

Portland Community College	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:	Multimedia	Proposed Title:	
Current Credits:	105	Proposed Credits:	97
Overview and rationale for proposed changes:		Update documentation	
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. Deleting the 8 credits in Multimedia Program Electives**		

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?	☐ Yes	XNo
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?** **XYes** ☐**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 Approved by DAC-11/10/10	Core Outcome
Plan, research, design, write, create, evaluate and revise context-appropriate interactive multimedia presentations and projects using a variety of methods and industry-standard tools.	**Communication** **Professional Competence** **Cultural Awareness** **Community and Environmental Responsibility**
Apply basic elements and principles of design to multimedia projects.	**Communication** **Professional Competence**
Prepare and present a multimedia portfolio containing hard copy and electronic media that demonstrates multimedia and problem-solving skills and designing marketing plans based on analysis of employment availability and trends in the multimedia industry.	**Critical Thinking and Problem Solving** **Professional Competence**
Create and edit media elements using industry standard software, optimized for quality, file size, and file format for delivery over appropriate media and use programming/scripting languages, to develop, enhance, and extend the features of multimedia projects.	**Communication** **Critical Thinking and Problem Solving**

	Professional Competence
Work effectively in group- and team-based multimedia project environments.	**Communication**
	Self-Reflection
	Critical Thinking and Problem Solving
	Cultural Awareness
	Community and Environmental Responsibility
	Professional Competence
Apply the essential features of project management: scheduling, estimating, marketing, prototyping, budgeting, testing and quality assurance, determining specifications, and developing proposals.	**Professional Competence**
	Critical Thinking and Problem Solving
	Communication
Manage business aspects of multimedia production.	**Communication**
	Community and Environmental Responsibility
	Critical Thinking and Problem Solving
	Professional Competence
	Self-Reflection
Transfer to a college or university for upper level studies in multimedia.	**Communication**
	Community and Environmental Responsibility
	Critical Thinking and Problem

	Solving
	Cultural Awareness
	Professional Competence
	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

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
MM110	Introduction to Multimedia	1	MM110	Introduction to Multimedia	1
MM120	Multimedia Design	2	MM120	Multimedia Design	2
MM130	Multimedia Graphics & Elements Production	3	MM130	Multimedia Graphics & Elements Production	3
MM140	Multimedia Authoring I	3	MM140	Multimedia Authoring I	3
MM150	Marketing yourself as a Multimedia Professional	1	MM150	Marketing yourself as a Multimedia Professional	1
MM160	Project Review, Testing & Delivery	2	MM160	Project Review, Testing & Delivery	2
MM220	MM Design II- Designing for Interactivity	3	MM220	MM Design II- Designing for Interactivity	3
MM230	Graphics for Multimedia	4	MM230	Graphics for Multimedia	4
MM231	Vector Graphics & Animations for the WWW	3	MM231	Vector Graphics & Animations for the WWW	3
MM232	Multimedia 3D Modeling & Animation	3	MM232	Multimedia 3D Modeling & Animation	3
MM235	Digital Video Editing & Production	3	MM235	Digital Video Editing & Production	3
MM238	Creating Professional DVDs	4	MM238	Creating Professional DVDs	4
MM240	Multimedia Authoring II	4	MM240	Multimedia Authoring II	4
MM241	Multimedia Authoring III	4	MM241	Multimedia Authoring III	4
MM245	Internet Delivery of Interactive MM	3	MM245	Internet Delivery of Interactive MM	3
MM250	Advance Multimedia Project	3	MM250	Advance Multimedia Project	3

MM270	Writing for Multimedia*(prereqs needed)	3	MM270	Writing for Multimedia*(prereqs needed)	3
BA 131	Computers in Business	4	BA 131	Computers in Business	4
BA 205	Solving Communications Problems with Technology	4	BA 205	Solving Communications Problems with Technology	4
SP 130	Business & Professional Speech Communication	4	SP 130	Business & Professional Speech Communication	4
WR 122	English Composition	4	WR 122	English Composition	4
*ART 103	Introduction to Art	4	*ART 103	Introduction to Art	4
*ART 131	Introduction to Drawing	3	*ART 131	Introduction to Drawing	3
*ART 115	Basic Design	3	*ART 115	Basic Design	3
*ART 116	Basic Design	3	*ART 116	Basic Design	3
*ART 117	Basic Design	3	*ART 117	Basic Design	3
*CS 160	Exploring Computer Science	4	*CS 160	Exploring Computer Science	4
*MTH 111A	College Algebra for Liberal Arts	4	*MTH 111A	College Algebra for Liberal Arts	4
	General education credits	8			
	MM electives (Remove)	8			
	Credit Total	**105**		**Credit Total**	**97**

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

Is this a statewide degree?	☐ Yes X No	**Has the change been approved by the consortium?**	☐ Yes X No	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ Yes X No
Is this a degree option?	☐ Yes X No	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate			**Requested implementation date:**		**FALL 2011**

Submitted By:	Beth Fitzgerald
Email:	efitzger@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:	Multimedia	**Proposed Title:**	
Current Credits:	60	**Proposed Credits:**	
Overview and rationale for proposed changes:	Related instruction template for review		
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.			
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

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	X☐ 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? ☐Yes X ☐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 Approved by DAC-11/10/10	Core Outcome
Plan, research, design, write, create, evaluate and revise context-appropriate interactive multimedia presentations and projects using a variety of methods and industry-standard tools.	**Communication Professional Competence Cultural Awareness Community and Environmental Responsibility**
Apply basic elements and principles of design to multimedia projects.	**Communication Professional Competence**
Prepare and present a multimedia portfolio containing hard copy and electronic media that demonstrates multimedia and problem-solving skills and designing marketing plans based on analysis of employment availability and trends in the multimedia industry.	**Critical Thinking and Problem Solving Professional Competence**
Create and edit media elements using industry standard software, optimized for quality, file size, and file format for delivery over	**Communication**

appropriate media and use programming/scripting languages, to develop, enhance, and extend the features of multimedia projects.	**Critical Thinking and Problem Solving** **Professional Competence**
Work effectively in group- and team-based multimedia project environments.	**Communication** **Self-Reflection** **Critical Thinking and Problem Solving** **Cultural Awareness** **Community and Environmental Responsibility** **Professional Competence**
Apply the essential features of project management: scheduling, estimating, marketing, prototyping, budgeting, testing and quality assurance, determining specifications, and developing proposals.	**Professional Competence** **Critical Thinking and Problem Solving** **Communication**
Develop a focused skill-set in a specialty area of multimedia, i.e., instructional design, writing, project management, graphic production, video production, audio production, 3D environments and animation, programming.	**Communication** **Critical Thinking and Problem Solving** **Professional Competence** **Self-Reflection**

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**
Related Instruction	

Does the revision involve changing or adding Related Instruction?	X☐Yes ☐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
	Credit total			Credit total	

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

Is this a Related Certificate?	☐ Yes ☐ No	Is this a Career Pathway?	☐ Yes ☐ No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate?	☐ Yes ☐ No

If yes, how?	
Is this a statewide certificate? ☐ Yes ☐ No	**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No

Submitted by:	Beth Fitzgerald
Email:	efitzger@pcc.edu
Phone:	503-978-5672

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.

Template for Related Instruction in Certificates

45 to 60 credits		Multimedia 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				No RI
MM	120	Multimedia Design	2	60			60.00	60.00
MM	160	Marketing Yourself as a Multime	2	60		42.00		42.00
MM	230	Graphics for Multimedia	4	120	48.00			48.00
MM	270	Writing for Multimedia	3	90		90.00		90.00
				0				No RI
				0				No RI
				0				No RI
				0				No RI
courses used for stand-alone related instruction				0				No RI
				0				No RI
				0				No RI
				0				No RI
Totals			11	330	48.00	132.00	60.00	240.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
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?		

	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:	Computer Information Systems	**Proposed Title:**	
Current Credits:	46	**Proposed Credits:**	

Overview and rationale for proposed changes:	Currently, certificate outcomes are the same as for the Computer Information Systems AAS. To make outcomes specific to One-Year Certificate.

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. Outcome Changes 2.

Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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?** ☒Yes ☐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
Apply computer technology to address business information system needs	
Develop and evaluate system requirements	Process
Design, implement and deploy systems	Process
Evaluate, test, debug and troubleshoot systems	Process
Create effective databases and user interfaces	Technology
Develop small programs	Technology
Use network concepts and terminology to communicate with vendors and users	Technology
Select appropriate technology tools by recognizing tool capabilities and limitations	Technology
Apply operational business knowledge in address information systems needs	Information Systems in Business

Communicate effectively in both oral and written form	Personal and Interpersonal
Work effectively in teams	Personal and Interpersonal
Manage time, tasks and projects	Personal and Interpersonal
Take ownership of IS career by adapting and learning new skills	Personal and Interpersonal
Students should develop enduring skills and knowledge.	Guiding principles for program

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
Communicate and problem solve effectively in teams and with others in developing information systems, project plans and to achieve common business or information technology goals	Communication/Cultural Awareness/Professional Competence
Defines basic components of an operating system and can: Install Windows and/or Linux OS; format and partition hard drives; organize directory/folder structures for easy access' use basic OS utilities; configure desktop and operating environment for individual users' work effectively in Command Line and/or GUI to scan directories, copy or move files, rename or change file/folder attributes.	Critical Thinking/Professional Competence
Interpret, analyze and evaluate complex technical and professional documents and visuals and use current programs to produce business and technical communications.	Critical Thinking/Professional Competence
Create simple web sites using the latest xhtml standards and which include cascading style sheets, links, images, forms and canned scripts.	Communication/Community and Environment/Cultural Awareness/Professional Competence
Use diagramming software to design basic home or business networks that includes clients and servers, routers, switches, hubs and access points and configures wireless networks for security.	Communication/Community and Environment/Cultural Awareness/Professional Competence
Use diagramming software to design simple but effective relational databases through the use of business rules and Entity Relationship Diagrams and uses MS Access Relational Database Management System to create tables and relationships that enforce referential integrity; forms; queries; and reports.	Communication/Community and Environment/Cultural Awareness/Professional Competence
Translate simple business problems or requests into workable programming algorithms, test solutions and complete coding.	Communication/Critical Thinking/Professional Competence
Related Instruction	

Does the revision involve changing or adding Related Instruction?	☐Yes ☒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
	Credit total			Credit total	

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

Is this a Related Certificate?	☐ Yes ☒ No	Is this a Career Pathway?	☐ Yes ☒ No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? ☐ Yes ☒ No	
If yes, how?			

Is this a statewide certificate?	If yes, has the change been approved by the consortium?
☐ Yes ☒ No	☐ Yes ☐ No

Submitted by:	Susan Norris
Email:	snorris@pcc.edu
Phone:	971-722-4074

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.

Template for Related Instruction in Certificates

45 to 89 credits		Computer Information Systems			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example: BKT	101	Basket Weaving Basics	3	90	6	12	8	26
CIS	120	Computer Concepts I	4	120	20	8	8	36
CIS	121	Computer Concepts II	4	120	16	12	8	36
CIS	122	Software Design	4	120	16	16	8	40
WR	121	English Composition	4	120	0	60	0	60
PSY	201	Introduction to Psych – Part 1	4	120	0	20	60	80
				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	20	600	52	116	84	252
		Minimum for 1 yr certificate:			48	48	48	240
		Remaining to meet Min. Requirement:			0	0	0	0

Template for Related Instruction in Certificates

45 to 89 credits		Computer Info. Systems E-Commerce			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	**Total RI**
Example: BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
CIS	275	Data Modeling and SQL	4	120	24	8	8	*40*
CIS	244	Systems Analysis	4	120	16	20	12	*48*
CIS	243	E-Commerce Info. Systems	4	120	16	16	8	*40*
WR	227	Technical Writing I	4	120	0	60	0	*60*
PSY	201	Introduction to Psych – Part 1	4	120	0	20	60	*80*
				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	**20**	**600**	56	124	88	268
		Minimum for 1 yr certificate:	47		48	48	48	**240**
		Remaining to meet Min. Requirement:			0	0	0	0

![Portland Community College logo]	**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:	Medical Assisting Certificate	**Proposed Title:**	
Current Credits:	43	**Proposed Credits:**	**45**
Overview and rationale for proposed changes:	Need to compact our program outcomes and create tighter prerequisites to decrease our attrition. We need to update the Medical Assisting Program to become current with medicine today. In order to do so we need to introduce new classes and take out outdated ones. Need to submit template of related instruction in the certificate		
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. Prerequisite change to MP 111, WR 121, MTH 60, BI 121 as proposed prerequisites. 2. ADD MA 120 – Introduction to Clinical Phlebotomy (1) 3. ADD PSY 101 – Psychology and Human Relations (4) 4. ADD HE 113 – First Aid (1) 5. ADD MP 201 – Introduction to Electronic Health Records (2) 6. ADD BI 122 – Intro to A&P (4) 7. ADD MA 270 - Clinical Practicum (6) 8. REMOVE MA 125 9. REMOVE MA 133 10. REMOVE MA 147 11. REMOVE BI 55 12. REMOVE MA 134 – Transcription (outdated) 13. REMOVE HE 112 14. REMOVE MTH 22 15. Decrease credits MA 117 to 3 credits from 4. 16. Increase total credits for the certificate to 45 17. Submit template of related instruction		
Requested Implementation Term **(Please refer to**	Please contact the Curriculum Office for guidelines on proposed timelines for	FA 2011	

Degree/Certificate timeline implementation guidelines)	changes	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	X Yes	No
Course Number	**Course Title or Placement level**		
MTH 60	Introductory Algebra	Show Readiness to take this course	
WR121	English Composition	Show Readiness to take this course	
RD 115	College Reading	Show Readiness to take this course	

Proposed Prerequisites

Course Number	Course Title or Placement level	
MTH 60	Introductory Algebra	Completed prior to acceptance into program
WR 121	English Composition	Completed prior to acceptance into program
BI 121	Introduction to Anatomy and Physiology	Completed prior to acceptance into program
MP 111	Medical Terminology	Completed prior to acceptance into program

Outcomes

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	X Yes No

List outcomes:

- **Display Professionalism**
  - Project a positive attitude
  - Perform within ethical boundaries
  - Practice within the scope of education, training, and personal capabilities

- Maintain confidentiality
- Work as a team member
- Conduct oneself in a courteous and diplomatic manner
- Adapt to change
- Show initiative and responsibility
- Promote the profession

- **Communicate**
  - Listen and observe
  - Treat all patients with empathy and impartiality
  - Adapt communication to individuals' ability to understand
  - Recognize and respond to verbal and non-verbal communication
  - Serve as Liaison between physician and others
  - Evaluate understanding of communication
  - Receive, organize, prioritize and transmit information
  - Use proper telephone technique
  - Interview effectively
  - Use medical terminology appropriately
  - Compose written communication using correct grammar, spelling and format

- **Perform Administrative Duties**
  - Perform basic secretarial skills
  - Schedule and monitor appointments
  - Prepare and maintain medical records
  - Apply computer concepts for office procedures
  - Perform medical transcription
  - Locate resources and information for patients and employers

- **Perform Clinical Duties**
  - Apply principles of aseptic treatment and infection control
  - Take vital signs
  - Recognize emergencies
  - Perform first aid and CPR
  - Prepare and maintain examination and treatment area
  - Interview and take patient history
  - Prepare patients for procedures
  - Assist physician with examination and treatments
  - Use quality control
  - Collect and process specimens
  - Perform selected tasks that assist with diagnosis and treatment
  - Screen and follow up patient test results
  - Prepare and administer medications as directed by physician

- ▪ Maintain medication records
- **Apply Legal Concepts to Practice**
  - ▪ Document accurately
  - ▪ Determine needs for documentation and reporting
  - ▪ Use appropriate guidelines when releasing records or information
  - ▪ Follow established policy in initiating or terminating medical treatment
  - ▪ Dispose of controlled substances in compliance with government regulations
  - ▪ Maintain licenses and accreditation
  - ▪ Monitor legislation related healthcare issues and practice
- **Manage the Office**
  - ▪ Operate and maintain facilities and equipment safely
  - ▪ Inventory equipment and supplies
  - ▪ Evaluate and recommend equipment and supplies
  - ▪ Maintain liability coverage
  - ▪ Exercise efficient time management
- **Provide Instruction**
  - ▪ Orient patients to office policies and procedures
  - ▪ Instruct patients with special needs
  - ▪ Teach patients methods of health promotion and disease prevention
  - ▪ Orient and train personnel
- **Manage Practice Finances**
  - ▪ Use manual bookkeeping systems
  - ▪ Implement current procedural terminology and ICD-9 coding
  - ▪ Analyze and use current third party guidelines for reimbursement
  - ▪ Manage accounts receivable
  - ▪ Manage accounts payable
  - ▪ Maintain records for accounting and banking purposes
  - ▪ Process employee payroll

Proposed Outcomes: 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 visit:
http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes X No**

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
Communicate effectively with persons through the use of verbal & non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings	Communication
Integrates the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice	Critical thinking and problem solving
Demonstrates the ability to meet personal needs as a mature, adaptable person and member of the medical assisting profession	Community and Environmental Responsibility
Think creatively and critically in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues	Cultural Awareness
Practice medical assisting within the standards and guidelines of medical assisting program of program accreditation and medical assistant certification standards	Critical thinking and problem solving

RELATED INSTRUCTION

Does the revision involve changing or adding Related Instruction?	**X Yes 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**
MTH 22	Measurements (Remove	1	PSY 101	Psychology and Human	4

				Relations (Add)	
BI 55	**Human Biology (Remove)**	**4**	**MA 117**	**Medical Office Administrative Procedures (Decrease)**	**3**
MA 111	Medical Terminology	3	MA 118	Medical Office Administrative Procedures Lab	2
MA 117	**Medical Office Administrative Procedures (Decrease)**	**4**	MA 112	Seminar I	1
MA 118	Medical Office Administrative Procedures Lab	2	**MA 120**	**Intro to Clinical Phlebotomy (Add)**	**1**
MA 112	Seminar I	1	**BI 122**	**Introduction to Anatomy & Physiology II (Add)**	**4**
MA 180	Coding and Reimbursement	1	MLT 100	Medical Office Lab Orientation	3
MA 123	Medical Office Clinical Procedures	3	MA 123	Medical Office Clinical Procedures	3
MA 124	Medical Office Clinical Procedures Lab	2	MA 124	Medical Office Clinical Procedures Lab	2
MLT 100	Medical Office Lab Orientation	3	**HE 113**	**First Aid & Emergency Care II (Add)**	**1**
MA 122	Seminar II	1	MA 122	Seminar II	1
MA 125	**Administrative Directed Practice (Remove)**	**2**	MA 180	Coding and Reimbursement	1
HE 112	**First Aid & Emergency Care (Remove)**	**1**	MA 121	Legal & Ethical Aspects of Health Care	2
MA 131	Introduction to Medical Science	5	**MA 270**	**Clinical Practicum (Add)**	**6**
MA 132	Seminar III	1	MA 132	Seminar III	1
MA 133	**Clinical Directed Practice (Remove)**	**2**	MA 136	Medications	2
MA 136	Medications	2	MA 131	Introduction to Medical Science	5
MA 121	Legal & Ethical Aspects of Health Care	2	**MP 201**	**Introduction to Electronic Health Records (Add)**	**3**
MA 134	**Transcription (Remove)**	**1**			
MA 147	**Specialty Directed Practice (Remove)**	**2**			
	Credit total	43		**Credit total**	45

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes X No	**Is this a Career Pathway?**	☐ Yes X No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☐ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes X No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Jin Kim
Email:	jin.kim2@pcc.edu
Phone:	971-722-5664

Template for Related Instruction in Certificates

45 to 60 credits		Medical Assisting 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*
MA	123	Medical Office Clinical Procedure	3	90	25.00			
MA	118	Med Office Admin Proced Lab	2	60		30.00		*30.00*
MA	117	Med Office Admin Procedures	3	90		40.00		*40.00*
MA	124	Med Office Clinical Proc Lab	2	60	25.00			*25.00*
								No RI
courses used for stand-alone related instruction				0				*No RI*
PSY	101	Psychology and Human Relation	4	120			120.00	*120.00*
								No RI
		Totals	**14**	**420**	**50.00**	**70.00**	**120.00**	**240.00**
		Minimum for 1 yr certificate:			48.00	48.00	48.00	**240.00**
		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?	in progress	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	in progress	

If you answered no to either statement 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

Portland Community College	**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:	Fitness Technology AAS	**Proposed Title:**	
Current Credits:	91	**Proposed Credits:**	
Overview and rationale for proposed changes:	Outcome updates due to changes in the fitness industry, professional certifications, and related programs at four year universities.		
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).	Updating Outcomes 1, 6, and 7.		

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?**	☐ **Yes**	☒ **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? ☒Yes ☐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
1) Meet qualifications for employment as an entry level professional in the fitness and wellness industry. Gain additional program-related work experience for higher level positions in the fitness and wellness industry	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations and individuals with special exercise program requirements (i.e. seniors, youth, and at-risk populations).	Professional Competence, Communication, Critical Thinking & Problem Solving, Cultural Awareness
3) Apply the knowledge and skills gained in a Fitness Technology AAS Degree when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients and the community.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
6) Meet transfer requirements for entry into four-year college programs in Pre-Physical Education, Exercise and Sport Science, Pre-Physical Therapy, Pre-Athletic Training, Pre-Occupational Therapy, Health Promotion, Fitness Promotion, and other related educational, technical, and professional fields.	Professional Competence, Communication

7) Demonstrate sufficient knowledge and skills to qualify for nationally recognized fitness certifications, including but not limited to:
  ▪ American Red Cross: CPR/AED – Adult & Child, First Aid, Sports Safety Training
  ▪ American Red Cross: Fundamentals of Instructor Training
  ▪ American College of Sports Medicine (ACSM): Certified Personal Trainer
  ▪ National Strength & Conditioning Association (NSAC): Certified Personal Trainer
  ▪ American College of Sports Medicine (ACSM): Health Fitness Specialist
  ▪ American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282)
  ▪ Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)
	Professional Competence Critical Thinking & Problem Solving

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
1) Meet qualifications for employment as an entry or higher-level professional in the fitness and wellness industry.	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations and individuals with special exercise program requirements (i.e. seniors, youth, and at-risk populations).	Professional Competence, Communication, Critical Thinking & Problem Solving, Cultural Awareness
3) Apply the knowledge and skills gained in a Fitness Technology AAS Degree when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients and the community.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
6) Meet requirements for entry into a four-year college program that emphasizes fitness and exercise and/or other related educational, technical, and professional fields.	Professional Competence, Communication
7) Qualify for nationally recognized fitness certifications, including but not limited to: ▪ American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens, Fundamentals of Instructor Training ▪ American College of Sports Medicine (ACSM): Certified Personal Trainer ▪ National Strength & Conditioning Association (NSAC): Certified Personal Trainer ▪ American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282) ▪ Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)	Professional Competence Critical Thinking & Problem Solving

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Credit Total			Credit Total	
SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					

Is this a statewide degree?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☐ No	Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate	▪ **HOAF: Healthy Older Adult Fitness Certificate** ▪ **Fitness Technology: One Year Certificate**	**Requested implementation date:**		**2011-2012 Catalog**	
Submitted By:	Tanya Littrell				
Email:	tanya.littrell@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.

SECTION #1 OVERVIEW

Current Title:	Fitness Technology	**Proposed Title:**	
Current Credits:	47	**Proposed Credits:**	
Overview and rationale for proposed changes:	Outcome updates due to changes in professional certifications.		
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.	Updating outcomes		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	2011-2012 Catalog	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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?** ☒Yes ☐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
1) Meet qualifications for employment as an entry level instructor in the fitness and wellness industry.	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations.	Professional Competence, Communication, Critical Thinking & Problem Solving
3) Apply the knowledge and skill base gained in a Fitness Technology Certificate when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
6) Demonstrate sufficient knowledge and skills to qualify for nationally recognized fitness certifications, including but not limited to: American Red Cross: CPR/AED – Adult & Child, First Aid, Sports Safety Training American Red Cross: Fundamentals of Instructor Training American College of Sports Medicine (ACSM): Certified Personal Trainer National Strength & Conditioning Association (NSAC): Certified Personal Trainer American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282) Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287) Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)	Professional Competence Critical Thinking & Problem Solving

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
1) Meet qualifications for employment as an entry level instructor in the fitness and wellness industry.	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations.	Professional Competence, Communication, Critical Thinking & Problem Solving
3) Apply the knowledge and skill base gained in a Fitness Technology Certificate when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection

6) Qualify for nationally recognized fitness certifications, including but not limited to:
  ▪ American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens, Fundamentals of Instructor Training
  ▪ American College of Sports Medicine (ACSM): Certified Personal Trainer
  ▪ National Strength & Conditioning Association (NSAC): Certified Personal Trainer
  ▪ American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282)
  ▪ Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)
	Professional Competence Critical Thinking & Problem Solving

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☐Yes ☒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
	Credit total			Credit total	

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

Is this a Related Certificate?	☒ Yes ☐ No	Is this a Career Pathway?	☒ Yes ☐ No
If yes, what is the base degree?	▪ Healthy Older Adult Fitness Certificate ▪ Fitness Technology: AAS	Will the proposed change affect the Career Pathway or Related Certificate? ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		If yes, has the change been approved by the consortium? ☐ Yes ☐ No	

Submitted by:	Tanya Littrell
Email:	tanya.littrell@pcc.edu
Phone:	971-722-4043

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.

Template for Related Instruction in Certificates

One year certificate		FITNESS TECHNOLOGY			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	Commun ication	Human Relation	Total RI
Example: BK	101	Basket Weaving Basics	4	120	6	12	8	26
FT	103	NUTRITION FOR FITNESS INSTRUCTORS	3	90	12			12
FT	104	FITNESS ASSESSMENT & PROGRAMMING I	3	90	30			30
FT	105	FITNESS ASSESSMENT & PROGRAMMING II	3	90	18			18
SP	111	PUBLIC SPEAKING	4	120		120		120
PSY	101	PSYCHOLOGY & HUMAN RELATIONS	4	120			120	120
				0				No RI
				0				No RI
		Totals	17	510	60	120	120	300
		Minimum for 1 yr certificate:			48	48	48	240
		Remaining to meet Min. Requirement:			0	0	0	0

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: **dac@pcc.edu**	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** **Other changes need to come before the Degree and Certificate Committee.**

Submitted by:	DeLyse Totten	**Email:** **dtotten@pcc.edu**	**Phone: x4822**
Title of Degree/Certificate:	Add to the **Business Program Electives list** for all BA degrees and certificates	**Requested Implementation Term:**	**Winter 2011 or in next earliest quarter possible.**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Personal Finance	**Proposed Course Title:**	Personal Finance
Current Course Number:	BA 218	**Proposed Course Number:**	BA 218
Electives List Title:	**Business Program Electives list**		
Explanation of Other:	The BA SAC thought BA 218 may have been on the BA Program Electives list in the past and currently BA is accepting it by petition as an elective. The BA SAC voted in its recent SAC meeting that BA 218, Personal Finance be added to the "Business Program Electives" list for all BA degrees and certificates and would like this shown in the PCC catalogue.		

CONSENT AGENDA FORM

This form maybe used instead of coming to the Degree and Certificate Meeting.

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

Portland Community College

Consent Agenda form may be used for the following:
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

Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Tanya Littrell	**Email:** tanya.littrell@pcc.edu	**Phone:** x4043
Title of Degree/Certificate:	AAS in Fitness Technology	**Requested Implementation Term:** Fall 2011	
What type of change are you requesting?	☒ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	☒ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.				
Current Course Title:	College Algebra-Business, Management, Life & Social Science; College Algebra for Math, Science, & Engineering	**Proposed Course Title:**	
Current Course Number:	MTH 111b; MTH 111c	**Proposed Course Number:**	MTH 111 College Algebra
Electives List Title:	Fitness Technology Degree Electives		
Explanation of Other:	FT Electives includes any 100 college-level course, not already included in the FT AAS – changes made by Math SAC, approved by Fit Tech SAC		

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	**CONSENT AGENDA FORM** This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: dac@pcc.edu	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** Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Barb Kaufman, CAS/OS SAC Chair	**Email:** bkaufman@pcc.edu	**Phone: 971-722-4399**
Title of Degree/Certificate:	Web Site Development and Design AAS Degree	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	**Beginning Website Creation Using CMS**	**Proposed Course Title:**	N/A
Current Course Number:	**CAS 181**	**Proposed Course Number:**	N/A
Electives List Title:	**Design Electives for the Web Site Development and Design AAS Degree**		
Explanation of Other:			

	CONSENT AGENDA FORM This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: **dac@pcc.edu**	Consent Agenda form may be used for the following: 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** Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Eric Kirchner	**Email:** **ekirchne@pcc.edu**	**Phone: 7621**
Title of Degree/Certificate:	1. Microelectronics Technology AAS 2. Solar Voltaic AAS 3 Automated Mfg Tech AAS	**Requested Implementation Term:**	As soon as makes sense.
What type of change are you requesting?	☐ Course title change ☐ Course number change ☐ Addition of an elective ☐ Deletion of an elective ☐ Degree or certificate title change ☒ Other		

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:			
Explanation of Other:	**Replace MTH111C with MTH111 College Algebra**		

![Portland Community College logo]	**CONSENT AGENDA FORM** This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: **dac@pcc.edu**	**Consent Agenda form may be used for the following:** 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** **Other changes need to come before the Degree and Certificate Committee.**	

Submitted by:	Davonna Livingston	**Email:**	**Phone:**
Title of Degree/Certificate:	Management/Supervisory Development AAS	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☒ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:		Management Supervisory Development Support Electives	
Explanation of Other:		This consent item is to serve two purposes: First to add one credit back to the Support Electives which was inadvertantly left off in the degree. Support Electives should now total 23. Also to establish a new Support Electives list which will now state: CG 140A, CG 140B, CG 140C, CG191 and all Computer Applications/Office Systems, Computer Information Systems, Economic, Business Administration, Health and Physical Education (limit 3 PE credits) courses not found within the course of study for the degree.	

SECTION #1 OVERVIEW

Current Title:	Paraeducator	**Proposed Title:**	
Current Credits:	51	**Proposed Credits:**	
Overview and rationale for proposed changes:	The only change is in the related instruction. The proposal is to limit the documentation on related instruction to 3 courses instead of imbedded into several classes.		

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. Change related instruction to be documented in 3 courses.
	   A. Math – 90 hours ED 124 Instructional Strategies: Math/Science
	   B. Human Relations 90 hours– ED 100 Intro to Education
	   C. Communications – 60 Hours – ED 263 Portfolio Development
	2.		

Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	As soon as approved and processed	Winter 2011	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites No program prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	x☐ 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?** ☐Yes x☐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
• Apply current education, motivation, human development, technology, and diversity research, theory, and practice to conduct and evaluate individual and small group instruction prescribed by the supervising teacher.	• Community & Environmental Responsibility • Critical Thinking • Cultural Awareness
• Perform non-instructional tasks necessary to provide clerical, media related, and supervisory support to the classroom teacher.	• Professional Competence
• Used established behavior management programs and instructional routines to carry out the goals and	• Professional

objectives of the school.		Competence • Critical Thinking
• Practice ethical and professional behaviors and attitudes necessary to the role of an educator, apply knowledge of legal, ethical, health, and safety considerations and procedures; demonstrate understanding of the roles of paraeducators as collaborative team members and communicate effectively with others in the educational setting.		• Communication • Community & Environmental • Professional COmpetence
• Adapt learning activities and materials to accommodate the needs of diverse learners		• Cultural Awareness • Critical Thinking • Professional Competence
• Demonstrate and apply knowledge of specific effective instructional practices and management techniques for students who are learning English or who have special needs.		• Cultural Awareness • Critical Thinking • Professional Competence
• Meet the following statewide certificate outcomes and apply that knowledge and skill in the educational setting. 1. Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations. 2. Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations. 3. Apply best practices in classroom management to optimize the potential for student learning 4. Practice ethical and legal standards of conduct. 5. Apply technology to support teaching, learning, and communication. 2.2009		• Communication • Community & Environmental Responsibility • Critical Thinking • Cultural Awareness • Professional Competence • Self-Reflection

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

Related Instruction	
Does the revision involve changing or adding Related Instruction?	xYes ☐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**
	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes xNo	**Is this a Career Pathway?**	☐ Yes x No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes xNo	
If yes, how?			
Is this a statewide certificate? x Yes ☐ No		**If yes, has the change been approved by the consortium?** ☐ Yes x No	

Submitted by:	
Email: cpeterso@pcc.edu	Kay Peterson
Phone: 971-722-5229	

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.

Template for Related Instruction in Certificates

45 to 60 credits		PARAEDUCATOR 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*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
ED	100	Intro. To Education		0		90.00		*90.00*
ED	124	Instructional Strategies: Math/Science		0	90.00			*90.00*
ED	263	Portfolio Development		0			60.00	*60.00*
Totals			**0**	**0**	**90.00**	**90.00**	**60.00**	**240.00**
Minimum for 1 yr certificate:					48.00	48.00	48.00	**240.00**
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	