





















MTH 65	<b>Completion of MTH 65 (Introductory Algebra – Second Term) with a grade C or higher or, Compass score 48 or higher</b>	
RD 115	Completion of RD 115 with a grade C or higher or, Compass score 88 or higher	
WR 115	Completion of WR 115 with a grade C or higher or, Compass score 79 or higher	
BI 101	Completion of 100 level Biology or higher with a grade C or higher or, pass biology examination given by the MLT Department	May be waived by the MLT Department based on previous college courses
CH 100	Completion of 100 level Chemistry or higher with a grade C or higher or, pass chemistry examination given by the MLT Department	May be waived by the MLT Department based on previous college courses
	Participate in an MLT advising/orientation session with an MLT Instructor	
	High School completion or GED	
<b>Proposed Prerequisites</b>		
<b>Course Number</b>	<b>Course Title or Placement level</b>	
MTH 95	<b>Completion of MTH 95 (Intermediate Algebra) with a grade C or higher or, Compass score 56 or higher</b>	
RD 115	Completion of RD 115 with a grade C or higher or, Compass score 88 or higher	
WR 115	Completion of WR 115 with a grade C or higher or, Compass score 79 or higher	
BI 101	Completion of 100 level Biology or higher with a grade C or higher or, pass biology examination given by the MLT Department	May be waived by the MLT Department based on previous college courses
CH 100	Completion of 100 level Chemistry or higher with a grade C or higher or, pass chemistry examination given by the MLT Department	May be waived by the MLT Department based on previous college courses
	Participate in an MLT advising/orientation session with an MLT Instructor	
	High School completion or GED	
<b>Current Outcomes: Required whether or not outcomes are being changed.</b>	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 <a href="#">writing good outcome</a> statements.	<b>Does the revision involve changing degree outcomes?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
<b>Degree Outcome</b>	<b>Core Outcome</b>	

*Students who complete this degree should be able to:*

- Appreciate and apply strict adherence to the highest level of medical ethics.
- Demonstrate an understanding of the basic concepts applicable to clinical laboratory procedures and an awareness of the clinical applications of laboratory medicine.
- Apply academic knowledge and laboratory experiences in making appropriate professional decisions.
- Function effectively as a contributing member of the laboratory team.
- Provide consistently high quality patient care.
- Be self-directed and responsible for his/her professional actions.
- Perform routine laboratory tasks in a professional, accurate and timely manner. Tasks may include, but are not limited to: appropriate collection, identification and processing of specimens; preparation of chemicals and reagents; use of appropriate laboratory techniques, methodologies, instruments and equipment; and accurate calculation, recording and tabulation of data.
- Perform all procedures within professional standards of quality assurance.
- Recognize and identify technical, mechanical and physiological problems within the laboratory and effect resolution of problems according to the protocols of the institution.
- Correlate results of laboratory procedures as being consistent or inconsistent with usual patterns which provide data used in diagnosis, prognosis, treatment and prevention of disease.
- Participate in continuing education for technical and professional development.
- Recognize the legal responsibilities inherent in the practice of clinical laboratory sciences.

**Revised Outcomes:**

Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.

**Degree Outcome**

**Core Outcome**

<i>Students who complete this degree should be able to:</i>	
Act professionally and adhere to ethical and legal responsibilities toward consistent quality patient care.	Professional Competence Communication Community and Environment Responsibility Critical Thinking and Problem Solving Self-Reflection
Apply knowledge of theory and principles of related content areas (eg. clinical chemistry, hematology, microbiology, immunohematology, etc.) to the clinical laboratory setting in making appropriate professional decisions.	Professional Competence Community and Environment Responsibility Critical Thinking and Problem Solving
Select, prepare, perform, correlate and evaluate appropriate laboratory procedures in a high quality, professional, accurate and timely manner.	Professional Competence Critical Thinking and Problem Solving Communication
Recognize and identify technical, mechanical and physiological problems within the laboratory and effect resolution of problems according to the protocols of the institution.	Professional Competence Community and Environment Responsibility Critical Thinking and Problem Solving
Function effectively as a contributing member of the laboratory team and the broader healthcare delivery system.	Professional Competence Communication Self-reflection

### SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	<b>General Education</b>	<b>4</b>		<b>General Education (reduce credit)</b>	<b>3</b>
	<b>General Education</b>	<b>4</b>		<b>General Education (reduce credit)</b>	<b>3</b>
WR 121	English Composition	4	WR 121	English Composition <sup>1</sup>	4
CH 104	Allied Health Chemistry I	5	CH 104	Allied Health Chemistry I <sup>2*</sup>	5
CH 105	Allied Health Chemistry II	5	CH 105	Allied Health Chemistry II <sup>2*</sup>	5
CH 106	Allied Health Chemistry III	5	CH 106	Allied Health Chemistry III <sup>2*</sup>	5
BI 121	Introduction to Anatomy and Physiology I	4	BI 121	Introduction to Anatomy and Physiology I <sup>3*</sup>	4
BI 122	Introduction to Anatomy and Physiology II	4	BI 122	Introduction to Anatomy and Physiology II <sup>3*</sup>	4

degree revision 4

MLT 111	Medical Technology I	4	MLT 111	Medical Technology I	4
MLT 112	Medical Technology II	4	MLT 112	Medical Technology II	4
MLT 113	Intro to Medical Microbiology	4	MLT 113	Intro to Medical Microbiology	4
MLT 221	Clinical Chemistry I	3	MLT 221	Clinical Chemistry I	3
MLT 222	Clinical Chemistry II	4	MLT 222	Clinical Chemistry II	4
MLT 223	Clinical Chemistry III	3	MLT 223	Clinical Chemistry III	3
MLT 230	Body Fluids	3	MLT 230	Body Fluids	3
MLT 241	Immunohematology I	3	MLT 241	Immunohematology I	3
MLT 242	Immunohematology II	4	MLT 242	Immunohematology II	4
MLT 250	Hematology	4	MLT 250	Hematology	4
MLT 261	Bacteriology I	4	MLT 261	Bacteriology I	4
MLT 262	Bacteriology II	3	MLT 262	Bacteriology II	3
MLT 263	Medical Parasitology	3	MLT 263	Medical Parasitology	3
MLT 264	Medical Mycology	3	MLT 264	Medical Mycology	3
MLT 271	Clinical Laboratory Practice I	3	MLT 271	Clinical Laboratory Practice I	3
MLT 272	Clinical Laboratory Practice II	3	MLT 272	Clinical Laboratory Practice II	3
MLT 273	Clinical Laboratory Practice III	3	MLT 273	Clinical Laboratory Practice III	3
MLT 274	Clinical Laboratory Practice IV	8	MLT 274	Clinical Laboratory Practice IV	8
MLT 281	Clinical Seminar	4	MLT 281	Clinical Seminar	4
				<sup>1</sup> or a lower division collegiate writing course for which WR 121 is a prerequisite	
				<sup>2</sup> (CH 221, CH 222, CH 233) may substitute for (CH 104, CH 105, CH 106)	
				<sup>3</sup> (BI 231, BI 232, BI 233) or (BI 211, BI 212, BI 213) may substitute for (BI 121 and BI 122)	
				Could be used as General Education	
<b>Credit Total</b>		<b>105</b>		<b>Credit Total</b>	<b>103</b>

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

Is this a statewide degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	

Are there any career pathway(s) or related certificates attached to this degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	
Requested Implementation Term: (Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			

<b>Submitted By:</b>	Ana Sacramento
<b>Email:</b>	ana.sacramento@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](mailto: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 - 4<sup>th</sup> floor via campus mail.



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

**Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)  
Signature pages should be intercampus mailed  
to:  
Curriculum Office DC / 4<sup>th</sup> floor**

**SECTION # 1 OVERVIEW**

<b>Current Title:</b>	Bioscience Technology	<b>Proposed Title:</b>	No Change
<b>Current Credits:</b>	90	<b>Proposed Credits:</b>	92
<b>Overview and rationale for proposed changes:</b>	Add two new courses and remove one course in order to better meet the needs of the students in the program and keep up with the needs of industry partners. Additionally, changes are being made to pre and co-requisite requirements for several courses in order to reflect appropriate level of placement into courses.		
<b>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).</b>	<ol style="list-style-type: none"> <li>1. Remove BIT101 (Introduction to Bioscience Technology) from AAS degree requirements (4 credits)</li> <li>2. Add BIT102(Current Topics in Bioscience Technology) to AAS degree requirements (2 credits)</li> <li>3. Add BIT126 (Applied Quality Practices) to AAS degree requirements (3 credits)</li> <li>4. Change number of credits/contact hours for BIT181 (Exploring Bioscience) from 2 to 3 credits</li> <li>5. Increase credit requirements for AAS degree from 90 to 92</li> </ol>		

**SECTION # 2 PREREQUISITES AND OUTCOMES**

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

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

**Proposed Prerequisites**

Course Number	Course Title or Placement level	
<p><b>Current Outcomes: Required whether or not outcomes are being changed.</b></p>	<p>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 <a href="#">writing good outcome</a> statements.</p>	<p><b>Does the revision involve changing degree outcomes?</b></p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>
<p>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.</p>		
Degree Outcome	Core Outcome	
<p><i>Students who complete this degree should be able to:</i></p>		
<p>Apply knowledge of safety principles, quality and regulatory issues, teamwork and good business practices to work in a bioscience laboratory or manufacturing environment</p>	<p>Professional Competence</p>	
<p>Carry out routine laboratory tasks and commonly used techniques with confidence, quality and appropriate documentation in a bioscience laboratory or manufacturing environment.</p>	<p>Professional Competence, Communication</p>	
<p>Apply knowledge of measurement and assay principles and strategies, purification principles, and the scientific method to laboratory situations</p>	<p>Professional Competence, Critical Thinking and Problem Solving, Communication</p>	
<p>Apply principles learned in courses to troubleshoot laboratory and manufacturing problems and devise and execute appropriate solutions</p>	<p>Critical Thinking and Problem Solving, Professional Competence</p>	
<p>Plan and organize tasks to allow efficient completion of complex procedures, including planning and executing multiple procedures that proceed simultaneously. Coordinate with others to work as part of a team.</p>	<p>Critical Thinking and Problem Solving, Professional Competence, Communication</p>	
<p>Effectively, clearly and succinctly communicate the procedures, results and interpretations of laboratory activities to other staff in the bioscience workplace, using both informal and formal forms of scientific communication, including casual conference, the laboratory notebook, forms, memoranda, written reports and formal presentations</p>	<p>Communication, Professional Competence</p>	
<p><b>Revised Outcomes:</b> 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.</p>		
Degree Outcome	Core Outcome	
<p><i>Students who complete this degree should be able to:</i></p>		
<p>NO CHANGE</p>		



### SECTION # 3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
BI 112 OR	Cell Biology for Health Occupations	5	BI 112 OR	Cell Biology for Health Occupations	5
BI 211	Principles of Biology	(5)	BI 211	Principles of Biology	(5)
<b>BIT101</b>	<b>Introduction to Bioscience Technology (Remove)</b>	<b>4</b>	<b>BIT102</b>	<b>Current Topics in Biotechnology (Add)</b>	<b>2</b>
BIT105	Safety in the Bioscience Workplace *	2	BIT105	Safety in the Bioscience Workplace	2
BIT107	Bioscience Lab Math*	2	BIT107	Bioscience Lab Math	2
BIT109	Basic Laboratory Techniques and Instruments*	5	BIT109	Basic Laboratory Techniques and Instruments	5
BIT125	Quality Systems In Bioscience Technology	2	BIT125	Quality Systems In Bioscience Technology	2
BIT181	Exploring Bioscience	2	<b>BIT126</b>	<b>Applied Quality Practices (Add)</b>	<b>3</b>
BIT280A	Work Experience	8	<b>BIT181</b>	<b>Exploring Bioscience (Credit increase)</b>	<b>3</b>
BIT280B	Work Experience Seminar	1	BIT280A	Work Experience	8
CAS 170	Beginning Excel	3	BIT280B	Work Experience Seminar	1
CH 104 OR	Allied Health Chemistry	5	CAS 170	Beginning Excel	3
CH 221	General Chemistry I	(5)	CH 104 OR	Allied Health Chemistry	5
WR 121	English Composition	4	CH 221	General Chemistry I	(5)
	General Education courses	8	WR 121	English Composition	4
				General Education courses	8

	Basic Science Electives	9		Basic Science Electives	9
	Bioscience Technology Degree Electives	30		Bioscience Technology Degree Electives	30
	<b>Basic Science Electives</b>			<b>Basic Science Electives</b>	
BI 211	Principles of Biology	(5)	BI 211	Principles of Biology	(5)
BI 212	Principles of Biology	(5)	BI 212	Principles of Biology	(5)
BI 213	Principles of Biology	(5)	BI 213	Principles of Biology	(5)
BI 234	Microbiology	(5)	BI 234	Microbiology	(5)
CH 211	Introduction to Biochemistry	(4)	CH 211	Introduction to Biochemistry	(4)
CH 221	General Chemistry I	(5)	CH 221	General Chemistry I	(5)
CH 222	General Chemistry II	(5)	CH 222	General Chemistry II	(5)
CH 223	General Chemistry III	(5)	CH 223	General Chemistry III	(5)
MTH 243	Statistics I	(4)	MTH 243	Statistics I	(4)
PHY 201	General Physics	(4)	PHY 201	General Physics	(4)
PHY 202	General Physics	(4)	PHY 202	General Physics	(4)
PHY 203	General Physics	(4)	PHY 203	General Physics	(4)
	<b>Bioscience Technology Degree Electives</b>			<b>Bioscience Technology Degree Electives</b>	
BIT 201	Immunochemical Methods	(5)	BIT 201	Immunochemical Methods	(5)
BIT 203	Recombinant DNA	(5)	BIT 203	Recombinant DNA	(5)
BIT 205	Bioseparations	(5)	BIT 205	Bioseparations	(5)
BIT 207	Cell Culture	(5)	BIT 207	Cell Culture	(5)
BIT 215	Protein Purification	(5)	BIT 215	Protein Purification	(5)
BIT 223	Advanced DNA Techniques	(5)	BIT 223	Advanced DNA Techniques	(5)
MT 111	Elec Circuits & Devices I	(4)	MT 111	Elec Circuits & Devices I	(4)
MT 112	Elec Circuits & Devices II	(4)	MT 112	Elec Circuits & Devices II	(4)
MT 113	Elec Circuits & Devices III	(4)	MT 113	Elec Circuits & Devices III	(4)
MT 121	Digital Systems I	(3)	MT 121	Digital Systems I	(3)
MT 122	Digital Systems II	(3)	MT 122	Digital Systems II	(3)
MT 222	Quality Control Methods in Mfg	(3)	MT 222	Quality Control Methods in Mfg	(3)
	<b>*BIT 110 (or BIT 110A and BIT 110 B)</b>				

	can be substituted for BIT 105, 107, and 109 (REMOVE BIT110, BIT110A, and BIT110B and statement)				
	<b>Credit Total</b>	<b>90</b>		<b>Credit Total</b>	<b>92</b>

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

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	
Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Less than One-Year: Career Pathway Certificate Biotechnician
Requested Implementation Term (Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			Fall 2012

<b>Submitted By:</b>	Patricia Willy
<b>Email:</b>	Patricia.willy@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](mailto: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 - 4<sup>th</sup> floor via campus mail.



**CERTIFICATE  
REVISION REQUEST  
FORM**

Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)  
  
Signature pages should be intercampus mailed to:  
Curriculum Office DC 4<sup>th</sup> floor

**SECTION #1 OVERVIEW**

<b>Current Title:</b>	Biotechnician: Career Pathway Certificate	<b>Proposed Title:</b>	Bioscience Technician: Career Pathway Certificate
<b>Current Credits:</b>	13	<b>Proposed Credits:</b>	19
<b>Overview and rationale for proposed changes:</b>	Update certificate by adding two new courses that will prepare students to work in a regulated bioscience manufacturing environment. These changes reflect industry needs for better student preparation for employment in the bioscience industry.		
<b>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.</b>	<ol style="list-style-type: none"> <li>1. Change certificate title to Bioscience Technician</li> <li>2. Add BIT 126 – Applied Quality Practices (3 credits)</li> <li>3. Add BIT 102 – Current Topics in Bioscience Technology (2 credits)</li> <li>4. Remove BIT 110, BIT 110A and BIT 110B from the degree</li> <li>5. Change the number of credits for BIT 181 – Exploring Bioscience -- from 2 to 3 credits.</li> <li>6. Increase total credit requirements from 13 to 19.</li> <li>7. Add a statement in the catalog that students must earn a grade of “C” or higher in all BIT courses in order to earn the certificate</li> <li>8. Update the career pathway roadmap to reflect changes in the certificate</li> </ol>		

**SECTION #2 REVISION AREAS**

**Prerequisites**

<b>Current Prerequisites</b>	<b>Does the revision involve changing certificate prerequisites?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Course Number</b>	<b>Course Title or Placement level</b>		
MTH 65	Placement into MTH 65		

WR115	Placement into WR115	
RD 115	Placement into RD 115	
<b>Proposed Prerequisites</b>		
<b>Course Number</b>	<b>Course Title or Placement level</b>	
MTH 65	Prerequisite MTH 65 or placement into MTH 95	
RD 115	Prerequisite RD 115	
WR 115	Prerequisite WR 115	
<b>Current Outcomes: Required whether or not outcomes are being changed.</b>	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 <a href="#">writing good outcome</a> statements.	<b>Does the revision involve changing certificate outcomes?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
<b>Certificate Outcome</b>		<b>Core Outcome</b>
Students who complete this certificate should be able to:		
Work in compliance with safety principles to protect self, co-workers, the work area and the product in a bioscience workplace		Community and Environmental Responsibility, Professional Competence
Apply knowledge of quality and regulatory issues, teamwork and good business practices to work in a bioscience laboratory or manufacturing environment.		Professional Competence, Cultural Awareness
Carry out common laboratory measurements, calculations, and documentation of work in a bioscience laboratory or manufacturing environment		Professional Competence, Critical Thinking and Problem Solving
Effectively communicate the procedures, results, and interpretations of laboratory and manufacturing activities to other staff in the bioscience workplace, using standard forms of scientific communication, including the laboratory notebook, forms, memoranda, and casual conference		Critical Thinking and Problem Solving, Communication
Make informed decisions about career options, job readiness, and related education and training choices for the bioscience field		Self-Reflection

<b>Revised Outcomes:</b> Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
<b>Certificate Outcome</b>	<b>Core Outcome</b>
Students who complete this certificate should be able to:	
NO CHANGE	
<b>Related Instruction</b>	
<b>Does the revision involve changing or adding Related Instruction?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: <a href="http://www.pcc.edu/recources/academic/eac/degree/forms.html">http://www.pcc.edu/recources/academic/eac/degree/forms.html</a>	
<b>Additional Comments Or Changes</b>	

<b>SECTION #3 COURSE BY COURSE COMPARISON</b>	
<p>List all courses (current AND proposed) in the order that they are distributed in the <a href="#">catalog</a>. If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.</p> <p>If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.</p> <p>The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.</p>	
<b>Current Certificate Information</b>	<b>Proposed Certificate Information</b>

Course Number	Course Title	Credits	Course Number	Course Title	Credits
<b>BIT110 OR</b>	<b>Bioscience Technology Basics * (Remove)</b>	<b>9</b>	<b>BIT 102</b>	<b>Current Topics in Bioscience Technology (Add)</b>	<b>2</b>
<b>BIT110A AND</b>	<b>Bioscience Technology Basics Part I (Remove)</b>	<b>(4.5)</b>	BIT 105	Safety in the Bioscience Workplace	2
<b>BIT110B</b>	<b>Bioscience Technology Basics Part II (Remove)</b>	<b>(4.5)</b>	BIT 107	Bioscience Lab Math	2
BIT125	Quality Systems in Bioscience	2	BIT 109	Basic Laboratory Techniques and Instruments	5
BIT181	Exploring Bioscience	2	BIT 125	Quality Systems in Bioscience Technology	2
			<b>BIT 126</b>	<b>Applied Quality Functions (Add)</b>	<b>3</b>
			<b>BIT 181</b>	<b>Exploring Bioscience (Increase credit)</b>	<b>3</b>
* May substitute BIT 105, 107, and 109 for BIT110					
	<b>Credit total</b>	<b>13</b>		<b>Credit total</b>	<b>19</b>

<b>SECTION #4 (Please contact the Curriculum Office for support in filling out this section)</b>			
<b>Is this a Related Certificate?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is this a Career Pathway?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the base degree?</b>	<b>Associate of Applied Science Degree: Bioscience Technology</b>	<b>Will the proposed change affect the Career Pathway or Related Certificate?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, how?</b>	Students will be required to take an additional 6 credits and it will take 2 quarters to complete the certificate requirements. The changes will also be reflected in the AAS Bioscience Technology degree.		

<b>Is this a statewide certificate?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>If yes, has the change been approved by the consortium?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Requested Implementation Term</b> ( Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)	Fall 2012

<b>Submitted by:</b>	Patricia Willy
<b>Email:</b>	Patricia.willy@pcc.edu
<b>Phone:</b>	971-722-7254





**CERTIFICATE  
REVISION REQUEST  
FORM**

**Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)**

**Signature pages should be intercampus mailed to:  
Curriculum Office DC 4<sup>th</sup> floor**

**SECTION #1 OVERVIEW**

<b>Current Title:</b>	Web Site Development and Design One-Year Certificate	<b>Proposed Title:</b>	<b>Website Development and Design One-Year Certificate</b>
<b>Current Credits:</b>	51	<b>Proposed Credits:</b>	<b>57</b>
<b>Overview and rationale for proposed changes:</b>	<ul style="list-style-type: none"> <li>• The field of website development and design is a rapidly changing field. We have recently added several new courses and these courses are essential for a student who is pursuing this certificate. They are currently listed as electives, and they need to be required.</li> <li>• The outcomes have been rewritten to reflect current outcome verbiage, and to reflect changes in the web industry. We also felt it necessary to map each of the certificate outcomes to one of the core PCC outcomes, and in doing so, found that we needed to rewrite them.</li> <li>• Due to the addition of the course requirements, we decided to increase the number of credits required for the certificate in order to allow students to continue to choose a few electives as part of the certificate.</li> <li>• The name needs to be changed – Web Site should be Website.</li> </ul>		
<b>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.</b>	<ol style="list-style-type: none"> <li><b>1. Change Title to Website Development and Design One-Year Certificate.</b></li> <li>Increase number of credits from 51 credits to 57 credits.</li> <li>Reduce number of electives from 12 to 8 credits.</li> <li>Revise Outcomes</li> <li><b>5. REMOVE: CAS 180 – Elective</b></li> <li><b>6. ADD: CAS 180 – Required</b></li> <li><b>7. REMOVE: CAS 181 – Elective</b></li> <li><b>8. ADD: CAS 181 – Required</b></li> <li><b>9. REMOVE: CAS 213 – Elective</b></li> <li><b>10. ADD: CAS 213 OR CIS 233S – Required</b></li> <li><b>11. ADD: WR 227 as an “or” option to BA 205 or MM 270</b></li> <li><b>12. REMOVE: CAS 111F – Elective</b></li> </ol>		

- 13. ADD: CAS 111E – Elective
- 14. REMOVE: MM 230 – Elective
- 15. REMOVE: MM 231 – Elective
- 16. ADD MM 160 – Elective
- 17. ADD ART 140 – Elective
- 18. ADD CIS 122 – Elective
- 19. ADD CIS 125D – Elective
- 20. ADD CIS 187i – Elective
- 21. ADD: CIS 133B or CIS 133J – Elective
- 22. Update career pathway roadmap

## SECTION #2 REVISION AREAS

### Prerequisites

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

### Proposed Prerequisites

<b>Course Number</b>	<b>Course Title or Placement level</b>		

<b>Current Outcomes: Required whether or not outcomes are being changed.</b>	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 <a href="#">writing good outcome statements</a> .	<b>Does the revision involve changing certificate outcomes?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
Development competence in business-level communication skills		
Demonstrate proficiency in key web site development tools		
Demonstrate familiarity in a variety of additional web site development tools		
Demonstrate familiarity with business issues, especially as they relate to web site development		
Identify key issues in telecommunications, security and scalability		
Identify key design issues including human factors, visual interface, customer and business partner considerations		
<b>Revised Outcomes:</b>		
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
<ul style="list-style-type: none"> <li>Apply website development and design skills in a business environment to create and maintain functional websites following current professional and/or industry standards.</li> </ul>		Professional Competence
<ul style="list-style-type: none"> <li>Work in the role of administrative support or as an entrepreneur to develop and manage departmental and personal websites.</li> </ul>		Professional Competence
<ul style="list-style-type: none"> <li>Assist website developers and designers in the production of professional dynamic websites.</li> </ul>		Professional Competence
<ul style="list-style-type: none"> <li>Use critical thinking skills to identify key web design issues including human factors, visual interface, and customer and business partner considerations.</li> </ul>		Critical Thinking & Problem Solving
<ul style="list-style-type: none"> <li>Apply knowledge of the web design profession to determine whether to pursue a 2-year degree</li> </ul>		Self-Reflection
<b>Related Instruction</b>		
<b>Does the revision involve changing or adding Related Instruction?</b>	<input checked="" type="checkbox"/> <b>No</b> The courses applicable for related instruction have not changed.	
If yes, a template for Related Instruction will need to be filled out. The template can be found at: <a href="http://www.pcc.edu/recources/academic/eac/degree/forms.html">http://www.pcc.edu/recources/academic/eac/degree/forms.html</a>		
<b>Additional Comments Or Changes</b>		

### SECTION #3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BA 205	Solving Communication Problems with Technology	4	BA 205	Solving Communication Problems with Technology	4
Or MM 270	Writing for Multimedia	(3)	Or MM 270	Writing for Multimedia	(3)
			<b>Or WR 227</b>	<b>Technical and Professional Writing (ADD)</b>	<b>(4)</b>
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
Or CIS 243	E-ssentials of E-Commerce	(4)	Or CIS 243	E-ssentials of E-Commerce	(4)
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
Or BA 239	Advertising	(3)	Or BA 239	Advertising	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
CAS 208	Beginning Photoshop for the Web	3	CAS 208	Beginning Photoshop for the Web	3
CAS 211D	Intermediate Dreamweaver	3	CAS 211D	Intermediate Dreamweaver	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	CSS and Dynamic HTML	4
			<b>CAS 180</b>	<b>Search Engine Optimization (ADD)</b>	<b>3</b>
			<b>CAS 181</b>	<b>Website Creation using CMS (ADD)</b>	<b>3</b>
			<b>CAS 213</b>	<b>Enhancing Web pages with JavaScript (ADD)</b>	<b>4</b>
			<b>Or CIS 233S</b>	<b>Internet Web Page Scripting (ADD)</b>	<b>(4)</b>
CAS 280W	CE: Web Site Development	2	CAS 280W	CE: Web Site Development	2
CIS 178	Applied Internet Concepts	4	CIS 178	Applied Internet Concepts	4
MM 110	Introduction to Multimedia	1	MM 110	Introduction to Multimedia	1
MM 120	Multimedia Design	2	MM 120	Multimedia Design	2
	Web Site Development and Design Certificate Electives	12		<b>Website Development and Design Certificate Electives (REDUCE)</b>	<b>8</b>

<b>Website Development and Design Electives</b>			<b>Website Development and Design Electives</b>		
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
<b>CAS 111F</b>	<b>Beginning Web Site Creation: Frontpage (REMOVE)</b>	<b>3</b>	<b>CAS 111E</b>	<b>Beginning Web Site Creation: Expression Web (ADD)</b>	<b>3</b>
<b>CAS 180</b>	<b>Search Engine Optimization (REMOVE)</b>	<b>3</b>			
<b>CAS 181</b>	<b>Web Site Creation using CMS (REMOVE)</b>	<b>3</b>			
<b>CAS 213</b>	<b>Enhancing Web pages with JavaScript (REMOVE)</b>	<b>4</b>			
CAS 214	Beginning ColdFusion	4	CAS 214	Beginning ColdFusion	4
CAS 225	Introduction to PHP	4	CAS 225	Introduction to PHP	4
CAS 246	Integrated Computer Projects	4	CAS 246	Integrated Computer Projects	4
CAS 275	Intermediate Flash	3	CAS 275	Intermediate Flash	3
MM 130	Multimedia Graphics Video & Audio Production	3	MM 130	Multimedia Graphics Video & Audio Production	3
MM 140	Multimedia Authoring I	3	MM 140	Multimedia Authoring I	3
<b>MM 230</b>	<b>Graphics for Multimedia (REMOVE)</b>	<b>4</b>	<b>MM 160</b>	<b>Marketing Yourself as a Multimedia Professional (ADD)</b>	<b>2</b>
<b>MM 231</b>	<b>Vector Graphics &amp; Animation for the World Wide Web (REMOVE)</b>	<b>3</b>	<b>ART 140</b>	<b>Digital Photography (ADD)</b>	<b>3</b>
			<b>CIS 122</b>	<b>Software Design (ADD)</b>	<b>4</b>
			<b>CIS 125D</b>	<b>Database Application Dev I (ADD)</b>	<b>4</b>
			<b>CIS 187i</b>	<b>Web Technical Administration (ADD)</b>	<b>4</b>
			<b>CIS 133B</b>	<b>Intro Visual Basic NET Program (ADD)</b>	<b>4</b>
			<b>Or CIS 133J</b>	<b>Java Programming I (ADD)</b>	<b>(4)</b>
	<b>Credit total</b>	<b>51</b>		<b>Credit total</b>	<b>57</b>

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

<b>Is this a Related Certificate?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is this a Career Pathway?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the base degree?</b>	<b>Website Development and Design</b>	<b>Will the proposed change affect the Career Pathway or Related Certificate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, how?</b>			
<b>Is this a statewide certificate?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>If yes, has the change been approved by the consortium?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Requested Implementation Term</b> ( Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			

<b>Submitted by:</b>	Amy Clubb
<b>Email:</b>	<a href="mailto:amy.clubb@pcc.edu">amy.clubb@pcc.edu</a>
<b>Phone:</b>	971-722-7094

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to [dac@pcc.edu](mailto: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 4<sup>th</sup> floor via campus mail.



**CERTIFICATE  
REVISION REQUEST  
FORM**

**Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)**

**Signature pages should be intercampus mailed to:  
Curriculum Office DC 4<sup>th</sup> floor**

**SECTION #1 OVERVIEW**

<b>Current Title:</b>	Web Assistant II: Career Pathway Certificate	<b>Proposed Title:</b>	
<b>Current Credits:</b>	24	<b>Proposed Credits:</b>	<b>23</b>
<b>Overview and rationale for proposed changes:</b>	<ul style="list-style-type: none"> <li>The field of website development and design is a rapidly changing field. Several new technologies have been introduced that are essential skills for a student earning this certificate. Changes reflect requiring students to take these new courses.</li> <li>Two of the outcomes were removed. These are not outcomes for this particular career pathway certificate.</li> </ul>		
<b>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.</b>	<ol style="list-style-type: none"> <li>Reduce number of credits from 24 credits to 23 credits.</li> <li>Revise Outcomes</li> <li>REMOVE: CAS 175</li> <li>REMOVE: CAS 213</li> <li>REMOVE: CAS 214</li> <li>ADD CAS 215</li> <li>ADD: CAS 180</li> <li>ADD: CAS 181</li> <li>Update career pathway roadmap</li> </ol>		

**SECTION #2 REVISION AREAS**

**Prerequisites**

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

Proposed Prerequisites		
Course Number	Course Title or Placement level	
<b>Current Outcomes: Required whether or not outcomes are being changed.</b>	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 <a href="#">writing good outcome</a> statements.	<b>Does the revision involve changing certificate outcomes?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
Be prepared for entry-level jobs in the area of web developer		
Learn new computer applications and office skills		
Upgrade existing computer applications and office skills		
<b>Revised Outcomes:</b>		
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
Be prepared for entry-level jobs in the area of web designer		Professional Competence
<b>Related Instruction</b>		
<b>Does the revision involve changing or adding Related Instruction?</b>	<input checked="" type="checkbox"/> No The courses applicable for related instruction have not changed.	



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**

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such. If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
OR CAS 208	Beginning Photoshop for the Web	(3)	OR CAS 208	Beginning Photoshop for the Web	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
<b>CAS 175</b>	<b>Introduction to Flash (REMOVE)</b>	<b>3</b>			
			<b>CAS 180</b>	<b>Search Engine Optimization (ADD)</b>	<b>3</b>
			<b>CAS 181</b>	<b>Website Creation using CMS (ADD)</b>	<b>3</b>
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
CAS 211D	Intermediate Dreamweaver	3	CAS 211D	Intermediate Dreamweaver	3
			<b>CAS 215</b>	<b>CSS and Dynamic HTML (ADD)</b>	<b>4</b>
<b>CAS 213</b>	<b>Enhancing Web Pages w/ JavaScript (REMOVE)</b>	<b>4</b>			
<b>CAS 214</b>	<b>Beginning ColdFusion (REMOVE)</b>	<b>4</b>			
CAS 280W	CE: Web Site Development	2	CAS 280W	CE: Web Site Development	2
	<b>Credit total</b>	<b>24</b>		<b>Credit total</b>	<b>23</b>

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

<b>Is this a Related Certificate?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is this a Career Pathway?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the base degree?</b>	Website Development and Design		<b>Will the proposed change affect the Career Pathway or Related Certificate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, how?</b>			
<b>Is this a statewide certificate?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>If yes, has the change been approved by the consortium?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Requested Implementation Term</b> ( Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			

<b>Submitted by:</b>	Amy Clubb
<b>Email:</b>	<a href="mailto:amy.clubb@pcc.edu">amy.clubb@pcc.edu</a>
<b>Phone:</b>	971-722-7094

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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**CERTIFICATE  
REVISION REQUEST  
FORM**

**Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)**

**Signature pages should be intercampus mailed to:  
Curriculum Office DC 4<sup>th</sup> floor**

**SECTION #1 OVERVIEW**

<b>Current Title:</b>	Web Assistant I: Career Pathway Certificate	<b>Proposed Title:</b>	
<b>Current Credits:</b>	12	<b>Proposed Credits:</b>	13
<b>Overview and rationale for proposed changes:</b>	<ul style="list-style-type: none"> <li>The field of website development and design is a rapidly changing field. We have determined that a student pursuing this one-term certificate should be required to take CAS 215, which is an essential course for someone entering the field of website development and design.</li> <li>Two of the outcomes were removed. These are not outcomes for this particular career pathway certificate.</li> </ul>		
<b>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.</b>	<ol style="list-style-type: none"> <li>Increase number of credits from 12 credits to 13 credits.</li> <li>Revise Outcomes</li> <li>REMOVE: CAS 211D</li> <li>ADD: CAS 215</li> <li>Update career pathway roadmap</li> </ol>		

**SECTION #2 REVISION AREAS**

**Prerequisites**

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

Proposed Prerequisites		
Course Number	Course Title or Placement level	
<p><b>Current Outcomes: Required whether or not outcomes are being changed.</b></p>	<p>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 <a href="#">writing good outcome</a> statements.</p>	<p><b>Does the revision involve changing certificate outcomes?</b></p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.</p>		
Certificate Outcome		Core Outcome
<p>Students who complete this certificate should be able to:</p>		
Be prepared for entry-level jobs in the area of web support		
Learn new computer applications and office skills		
Upgrade existing computer applications and office skills		
<p><b>Revised Outcomes:</b> Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.</p>		
Certificate Outcome		Core Outcome
<p>Students who complete this certificate should be able to:</p>		
Be prepared for entry-level jobs in the area of web support		Professional Competence
<p style="text-align: center;"><b>Related Instruction</b></p>		

<b>Does the revision involve changing or adding Related Instruction?</b>	<input checked="" type="checkbox"/> <b>No</b> The courses applicable for related instruction have not changed.
If yes, a template for Related Instruction will need to be filled out. The template can be found at: <a href="http://www.pcc.edu/resources/academic/eac/degree/forms.html">http://www.pcc.edu/resources/academic/eac/degree/forms.html</a>	
<b>Additional Comments Or Changes</b>	

### SECTION #3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such. If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.  
The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
OR CAS 208	Beginning Photoshop for the Web	(3)	OR CAS 208	Beginning Photoshop for the Web	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
<b>CAS 211D</b>	<b>Intermediate Dreamweaver (REMOVE)</b>	<b>3</b>	<b>CAS 215</b>	<b>CSS and Dynamic HTML (ADD)</b>	<b>4</b>
CAS 280W	CE: Web Site Development	1	CAS 280W	CE: Web Site Development	1
<b>Credit total</b>		<b>12</b>	<b>Credit total</b>		<b>13</b>

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Website Development and Design	Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how?			
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term ( Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			

Submitted by:	Amy Clubb
Email:	<a href="mailto:amy.clubb@pcc.edu">amy.clubb@pcc.edu</a>
Phone:	971-722-7094

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to [dac@pcc.edu](mailto: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 4<sup>th</sup> floor via campus mail.



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

Directions: Fill out completely and  
return electronically to:  
[dac@pcc.edu](mailto:dac@pcc.edu)  
Signature pages should be intercampus mailed  
to:  
Curriculum Office DC / 4<sup>th</sup> floor

**SECTION # 1 OVERVIEW**

<b>Current Title:</b>	Design Build Remodeling	<b>Proposed Title:</b>	Design Build Remodeling
<b>Current Credits:</b>	107	<b>Proposed Credits:</b>	103
<b>Overview and rationale for proposed changes:</b>	Both ARCH Auto Cad courses taught at Sylvania, will be replaced by VectorWorks 1 & 2 at Rock Creek. ID 132 is replaced by ID 133. BCT 202 is replaced by BCT 202 D modified for Design Build. ID 238 and 2 GEN Ed. Needed to be offered different terms and BA 238 and ID 225 were dropped because the subject material is no longer relevant or covered in other classes. These changes result in a reduction of credits for the degree.		
<b>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).</b>	<ol style="list-style-type: none"> <li>1. Delete: ARCH 126</li> <li>2. Add: BCT 105</li> <li>3. Delete ARCH 136</li> <li>4. Add: BCT 209</li> <li>5. Delete BCT 202</li> <li>6. Add: BCT 202 D</li> <li>7. Delete BA 238</li> <li>8. Delete: ID 225</li> <li>9. Move: ID 238 and two GEN.ED. courses to different terms.</li> <li>10. Reduce the number of credits required for the degree.</li> <li>11. Delete: ID 132</li> <li>12. Add ID133</li> </ol>		

**SECTION # 2 PREREQUISITES AND OUTCOMES**

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

<b>Current Prerequisites</b>	<b>Does the revision involve changing degree prerequisites?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	---	------------------------------	--

Course Number	Course Title or Placement level	
<b>Proposed Prerequisites</b>		
Course Number	Course Title or Placement level	
<b>Current Outcomes: Required whether or not outcomes are being changed.</b>	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 <a href="#">writing good outcome</a> statements.	<b>Does the revision involve changing degree outcomes?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
<b>AAS: Building Construction Technology - Design/Build Remodeling Option</b> * Evaluate building systems, including structural and mechanical, and apply such knowledge to building design and construction requirements. Use efficient and safe construction skills and techniques on remodeling and/or new construction projects ( 1, 3, 5 ) * Identify and analyze technical and aesthetic project requirements, research industry specifications, and specify appropriate building and finish materials, equipment, and fixtures to meet client needs and building code requirements. ( 1,2, 3, 4, 5 ) * Create kitchen and bath design solutions meeting client aesthetic and budgetary needs by using the National Kitchen and Bath Association guidelines and the elements & principles of design including universal and accessible design criteria. ( 1, 3, 4, 5 )		1. <a href="#">Communication</a> 2. <a href="#">Community and Environmental Responsibility</a> 3. <a href="#">Critical Thinking and Problem Solving</a> 4. <a href="#">Cultural Awareness</a> 5. <a href="#">Professional Competence</a>



<ul style="list-style-type: none"> <li>* Prepare contract documents, using industry standards for written and graphic communication. Manage project schedule, subcontractors and suppliers. ( 1, 3, 5)</li> <li>* Practice ethical standards of business conduct and professional services. (1,2,6)</li> <li>* Exhibit organizational and written/oral communication skills required to bring design/build projects from initial concept to competition. 6.2.10 ( 1, 3, 5 )</li> </ul>	<a href="#">6. Self-Reflection</a>
<b>Revised Outcomes:</b>	
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.	
<b>Degree Outcome</b>	<b>Core Outcome</b>
<i>Students who complete this degree should be able to:</i>	
No Change	

### SECTION # 3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
<b>Term 1</b>			<b>Term 1</b>		
ARCH100	Graphic Comm for Designers	3	ARCH100	Graphic Comm for Designers	3
BCT106	Hand Tool/Power Tool Use & Safety	3	BCT106	Hand Tool/Power Tool Use & Safety	3
BCT104	Construction Math	3	BCT104	Construction Math	3
BCT103	Residential Materials/Methods	3	BCT103	Residential Materials/Methods	3
BCT102	Residential Printreading	3	BCT102	Residential Printreading	3
<b>Term 2</b>			<b>Term 2</b>		
ARCH126	<b>Introduction to AutoCAD (Delete)</b>	<b>3</b>	BCT 105	<b>Vectorworks for Contractors (add)</b>	<b>3</b>
ARCH132	Residential Building Codes	2	ARCH132	Residential Building Codes	2

<b>ARCH136</b>	<b>Intermediate AutoCAD (Delete)</b>	<b>3</b>			
SP215	Sm Grp Comm: Process & Theory	4	SP215	Sm Grp Comm: Process & Theory	4
ID131	Introduction to Interiors	3	ID131	Introduction to Interiors	3
ARCH110	Intro to Architectural Drawing	2	ARCH110	Intro to Architectural Drawing	2
<b>Term 3</b>			<b>Term 3</b>		
<b>ID132</b>	<b>Planning Interiors (Delete)</b>	<b>3</b>	<b>ID 133</b>	<b>Space Planning and Design (add)</b>	<b>3</b>
	<b>General Education Courses (move term)</b>	<b>4</b>	<b>BCT 209</b>	<b>Vectorworks 2 (add)</b>	<b>3</b>
BCT122	Roof Framing I	3	BCT122	Roof Framing I	3
BCT120	Floor Framing	3	BCT120	Floor Framing	3
BCT121	Wall Framing	3	BCT121	Wall Framing	3
BCT123	Roof Framing II	3	BCT123	Roof Framing II	3
<b>Term 4</b>			<b>Term 4</b>		
BCT128	Exterior Finish	6	BCT128	Exterior Finish	6
BCT129	Mechanical Plan Kitchen & Bath	4	BCT129	Mechanical Plan Kitchen & Bath	4
<b>BCT202</b>	<b>Business Prin for Construction (Delete)</b>	<b>3</b>	<b>BCT 202 D</b>	<b>Business Prin for Design/Build (add)</b>	<b>3</b>
	General Education Courses	4		General Education Courses	4
BCT229	Intro to Kitchens and Baths	2	BCT229	Intro to Kitchens and Baths	2
<b>Term 5</b>			<b>Term 5</b>		
	<b>General Education Courses (move term)</b>	<b>4</b>			
BCT203	Interior Finish	6	BCT203	Interior Finish	6
BCT219	Cabinetmaking I	6	BCT219	Cabinetmaking I	6
BCT206	Sustainable Const. Practices	3	BCT206	Sustainable Const. Practices	3
			<b>ID238</b>	<b>Adv Kitchen/Bath Planning (moved)</b>	<b>3</b>
<b>Term 6</b>			<b>Term 6</b>		
BCT211	Remodeling	6	BCT211	Remodeling	6
BCT204B	Const. Estimating-Residential	3	BCT204B	Const. Estimating-Residential	3
<b>BA238</b>	<b>Sales (Delete)</b>	<b>3</b>			
BCT244	Kitchen & Bath Cabinet Install	2	BCT244	Kitchen & Bath Cabinet Install	2
<b>ID238</b>	<b>Adv Kitchen/Bath Planning (move term)</b>	<b>3</b>		<b>Gen Ed (moved)</b>	<b>4</b>
<b>ID225</b>	<b>CAD Kit/Bth Design (Delete)</b>	<b>1</b>		<b>Gen Ed (moved)</b>	<b>4</b>
	<b>Credit Total</b>	<b>107</b>		<b>Credit Total</b>	<b>103</b>

<b>SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)</b>			
Is this a statewide degree?	<input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input checked="" type="checkbox"/> No
Is this a degree option?	X Yes <input type="checkbox"/> No	If yes, name of the base degree:	Building Construction Technology
Are there any career pathway(s) or related certificates attached to this degree?	* Yes <input checked="" type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	
Requested Implementation Term (Please refer to <a href="#">Degree/Certificate timeline</a> implementation guidelines)			

<b>Submitted By:</b>	Robert Steele
<b>Email:</b>	rsteale@pcc.edu



## 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](mailto: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.

<b>Submitted by:</b>	Doug Smith	<b>Email:</b> <a href="mailto:doug.smith@pcc.edu">doug.smith@pcc.edu</a>	<b>Phone:</b> 971-722-5582
<b>Title of Degree/Certificate:</b>	Fire Protection Technology	<b>Requested Implementation Term:</b> Winter 2012	
<b>What type of change are you requesting?</b>	<input type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change	<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input checked="" type="checkbox"/> Other	
<b>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</b>			
<b>Current Course Title:</b>		<b>Proposed Course Title:</b>	
<b>Current Course Number:</b>		<b>Proposed Course Number:</b>	
<b>Electives List Title:</b>			
<b>Explanation of Other:</b>	<p>Change the degree from a Limited Entry to Open Admissions, make such a change to the dropdown menu of the college admission page. The SAC desires this change to eliminate barriers for program entrance for minority and other students.</p> <p>Change the catalog statement: "A maximum of 80 Pass/No Pass credits are allowed in the Fire Protection Technology AAS Degree." to "A maximum of 24 Pass/No Pass credits are allowed in the Fire Protection Technology AAS Degree." This reduction in Pass/No Pass credits is designed to bring the degree into compliance with the desires of the college.</p>		

		<b>CONSENT AGENDA FORM</b> This form maybe used instead of coming to the Degree and Certificate Meeting.  Directions: Fill out completely and return electronically to: <a href="mailto:dac@pcc.edu">dac@pcc.edu</a>		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: Jerry Brask	Department Chair-PL	Email: gbrask@pcc.edu	Phone: 5212
Title of Degree/Certificate:		AAS-Paralegal	Requested Implementation Term:		Winter, 2012
What type of change are you requesting?		<input type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change	<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective XX <input type="checkbox"/> Other		
<b>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</b>					
Current Course Title:			Proposed Course Title:		
Current Course Number:			Proposed Course Number:		
Electives List Title:					
Explanation of Other:		There are certain Gen Ed course that Paralegal cannot count in our program for ABA Approval status. We publish the list in the catalog. However, each year, there are new gen eds added, and we simply cannot keep up--new gen eds are added as classes, and if they are not listed on our "restricted" list, a student may take the class and want to use it. Also, we may think we have all courses covered but, miss a class.			

We'd like to add all "CS" classes to the Restricted Gen Ed list and add the following line in the Catalog to footnote 2:

"Restricted General Education courses, which may **not** be used in this degree, are added periodically to remain current with outside accrediting bodies. Check with the department advisors for an up-to-date list of Restricted General Education courses that are **not** allowed in this program."

By checking with advisors, we can help students and ensure our program remains compliant with ABA standards. Thank you.