Curriculum Committee
Meeting Agenda
3:30PM-5:00PM
November 7, 2013
SNY 15

Mary Stinnett  David Farrington  Bettie Wright  Gregg Smith
Martha Joyce  Roger Kennedy  Joan Campbell  Deborah Gresham
Tamra Samson  Geoffrey Brownell

Business to be reviewed by Curriculum Committee:
Approval of Curriculum Committee Minutes- October 29, 2013

New Courses:
Following to be presented by Cheryl Yoder:
- PE 185- Pickleball

New Programs:
Following to be presented by John Blakely:
- Automotive Electrical Technician Career Pathways Certificate
  - Course Outlines
    - AUT 100
    - AUT 151
    - AUT 155
    - AUT 161
    - AUT 168
    - AUT 169
    - AUT 170
- Automotive Systems Technician Career Pathways Certificate
  - AUT 250
  - AUT 259
  - AUT 260
  - AUT 263
  - AUT 286
  - AUT 289

Course Revisions:
Following to be presented by Bettie Wight:
- MED 260 Beginning Medical Transcription

Following Course Revisions and Outlines to be presented by Amy Fair:
- WR 115
- WR 121
- WR 122
- WR 123
- WR 227
- WR 241
- WR 242
- WR 243
- ENG 104
- ENG 105
- ENG 106
- ENG 107
- ENG 108
- ENG 109
- ENG 201
- ENG 202
- ENG 203
- ENG 204
- ENG 205
- ENG 206
Program Revisions
Following to be presented by Martha Joyce:
- Administrative Assistant AAS to Executive Business Assistant AAS;
- (2) embed six credits of CWE in the program

Following to be presented by Vincent Yip/John Blackwood:
- CIS Certificate
- Junior DBA Certificate
- Junior Programmer Certificate
- Junior Web Developer Certificate
- Server Administrator Certificate
- CIS Program Description for 2014-2015 Catalog
  - Course Revisions & Course Outcomes
    - CIS 090
    - CIS 092
    - CIS 094
    - CIS 096
    - CIS 099
    - CIS 111
    - CIS 120
    - CIS 122
    - CIS 125A
    - CIS 125D
    - CIS 125E
    - CIS 125H
    - CIS 125R
    - CIS 125S
    - CIS 125W
    - CIS 140M
    - CIS 151C
    - CIS 152C
    - CIS 153C
    - CIS 125C
    - CIS 195
    - CIS 240M
    - CIS 275
    - CIS 276
    - CIS 279M
    - CIS 284
  - New Courses
    - CIS 133CS Introduction to Programming I- Visual C#
    - CIS 233CS Introduction to Programming II-Visual C#
    - CIS 277D Database Security
    - CIS 288M Microsoft Windows Server Administration II

Following to be presented by Roger Kennedy:
- EMT Paramedic Program
- Removal of CIS 120
  - CIS 289M Microsoft Windows Server Administration III

Following to be presented by Clay Baumgartner/Ken Carloni:
- Program Revisions to Engineering
- Associate of Science, With An Emphasis in Engineering
  - Approved Disciplines Studies Listings to Engineering Program
  - Course Revisions
    - CH 221 General Chemistry
- DRF 134 Current GIS 134 Revised
- DRF 245 Current ENGR 245 Revised
- CIV 114 Current DRF 114 Revised
  - New Course
    - ENGR 203 Electrical Fundamentals: Signals and Controls
    - ENGR 271 Digital Logic Design
    - ENGR 272 Digital Logic Design Lab
    - CIS 160 Orientation to Computer Science
    - CIS 260 Data Structures
  - UCC & OIT Articulation Degree, Bachelor of Science, Geomatics-Surveying Option

**Informational Items:**
- Admin Med Assistant Program- Bettie Wright
Curriculum Committee  
Meeting Minutes  
3:30PM-5:00PM  
October 29, 2013  
SNY 15

☑Mary Stinnett  ☑David Farrington  ☑Bettie Wright  ☑Ali Mageehon  
Martha Joyce  Steve Mackey  ☑Joan Campbell  ☑Deborah Gresham

Business to be reviewed by Curriculum Committee:  
Approval of Curriculum Committee Minutes- October 10, 2013  
  Approved

New Courses:  
Following to be presented by Ian Fisher:  
  • WLD 150- GTAW- Gas Tungsten Arc Welding I  
    Move Forward to IC  
    with the following changes:  
    o Fix typo in the course description (biased should be based)  
    o Rewrite outcomes to be measurable, perhaps using Blooms taxonomy  
    o Change the term to begin to be Spring 2015  
    o Double check the credits/lecture hours/practicum hours to make sure they all work out right.  
    Ian will run this by Martha Joyce for verification.

Following to be presented by Dwayne Bershaw:  
  No Action/Already went to IC  
VESTA Supporting Documents
  • VIN 111
  • VIN 130
  • VIN 132
  • VIN 134
  • VIN 190
  • VIN 202
  • VIN 250
  • VIN 251
  • VIN 255
  • VIN 260
  • VIN 271
  • VIN 275
  • VIN 276
  • VIN 281
  • VIN 285
  • VIN 290
  • VIN 295

New Programs:  
None
  • Chris Lake presented a new program:  
    Wine Business & Entrepreneurship Degree  
    Move Forward to IC  
    but only if Joan gets verification that partial credits in a program is acceptable.

Program Revisions
  Following to be presented by Ian Fisher:  
  • Welding  
    Move Forward to IC  
    with the following changes:  
    o Effective for Catalog Year should be changes to 2014-2015
Course Revisions:
Following to be presented by Paula Usrey
- SP 111- Fundamentals of Public Speaking
  with the following changes:
  - Pre-requisite should be WR090 or higher, RD090 or higher, or placement test
Following to be presented by Mariah Beck:
- MTH 243-Introduction to Probability & Statistics
- MTH 251- Calculus I

Informational Items:
- Admin Med Assistant Program- Bettie Wright
  Program to be removed from the catalog. It was an emphasis off the Administrative Assistant Program and was replaced with the Medical Office Administration stand-alone AAS program
Course title: **Pickleball**

Division PE   Department PE   Program PE

Course No **PE185TP**   Title **Pickleball**   Offered **Fall, Spring, Summer**

Credits 1 Lec hrs/wk   Lec/Lab hrs/wk   Lab hrs/wk 3   Prac hrs/wk

Banner Pre-req.   Instructor Pre-req.   Co-requisites   Length (wks) 11

Proposed implementation date Term **Sp**   Year **2014**   Grading Option Load Factor **2.1 ILC**

**Catalog Course Description:** Pickleball is a racquet sport which combines elements of badminton, tennis and table tennis. The game is played with a hard paddle and a polymer smaller version of a wiffle ball. Pickleball is similar to tennis, but with differences. A pickleball ball typically moves at one-third of the average speed of a tennis ball and the court is just under one-third of the total area of a tennis court.

**VOCATIONAL TECHNICAL PROPOSALS ONLY**   **LOWER DIVISION COLLEGIATE PROPOSALS ONLY**

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department   ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)   ☐ Occupational Supplementary

**Support Course:** Indicate all programs for which this course will be required.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>DATE</th>
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<tbody>
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Overlap

COURSE DEVELOPED BY **Cheryl Yoder**   DATE: **10/29/13**

**ATTACH the documents** 1. COURSE OUTLINE   2. COURSE JUSTIFICATION FORM
Course Title: Pickleball
Developed By: Cheryl Yoder
Development Date: 10/29/13
Revision Date:

COURSE DESCRIPTION: Pickleball is a racquet sport which combines elements of badminton, tennis and table tennis. The game is played with a hard paddle and a polymer smaller version of a wiffle ball. Pickleball is similar to tennis, but with differences. A pickleball ball typically moves at one-third of the average speed of a tennis ball and the court is just under one-third of the total area of a tennis court.

COURSE OUTCOMES: By the end of the course students will:
1) Gain knowledge of and apply physical fitness concepts and healthy practice through endurance and competitive types of exercises.
2) Apply techniques to the goals of daily improvement.
REQUIRED TEXT/MATERIALS:  None

OUTLINE: [Topics taught by week 1-10.]
Week 1   Go over syllabus. Discuss rules, equipment and court dimensions.
Week 2   Introduce conditioning, stretching and techniques required for Pickleball. Drills.
Week 3   Drills
Week 4   Drills
Week 5   Scoring and drills
Week 6   Singles drills
Week 7   Doubles drills
Week 8   Adv. Technique refinement
Week 9   Inner class Tournament
Week 10 Inner class Tournament
Week 11 Final skills testing and finish Tournament

Grading Option:  Letter grade (Standard A-F) or Pass/Fail option.
Student need for course: Variety in PE activities. Pickleball has become one of the fastest growing sports in the country.

Course Information:
- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate
- AAOT (Area of distribution):
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Electives

Cost of this course:
- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of tennis course). Already have existing outdoor Tennis Courts, which would be used for pickleball. New lines would need to be added to the existing Tennis Cts.
- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:
  - purchase rackets (rackets range from $10.-20./racket x 12 rackets = $120.-$240.)
  - balls (110 @ $7.99).

Total cost: $128.-$248.

Course impact on:
- a. Student enrollment in other courses:
- b. Current program:

Replacement course for: Course Number: Title:
Name and title: John E Blakely, Coordinator Automotive Technology

X________________________________________
Supervisor Signature

1. Description of Proposed Program Automotive Electrical Technician Career Pathways Certificate

   Degree □ Approved by Advisory Committee (Minutes Attached):

   Certificate (options are 1 year, 2 year, pathways) Pathways

   Division CTE Program Automotive

   Effective for Catalog Year and Term 2014-2015

2. Courses proposed for new program (attached) with course outline (forms)

3. Program Outcomes (all courses attached)

4. Facility requirements: Existing facility – embedded certificate

5. Classroom availability: Existing classrooms – embedded certificate

6. Instructor requirements: Existing instructors – embedded certificate

Other Program Impact:

□ Instructional costs (staff, materials, equipment, or facilities) are required.

This does not require additional instructional costs, as it is an embedded Career Pathways Certificate in an existing degree.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

No impact – this will, however, lead to completions for students and opportunities for employment as students are working on completing a two-year degree.

Disposition: ___________________________ Signature ___________________________ Date ___________ Recommendation ________________
Automotive Basic Technician Career Pathways Certificate

PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>AUT151</td>
<td>Internal Combustion Engine</td>
<td>6</td>
</tr>
<tr>
<td>AUT155</td>
<td>Automotive Brakes</td>
<td>6</td>
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<tr>
<td>AUT161</td>
<td>Power Trains</td>
<td>4</td>
</tr>
<tr>
<td>AUT168</td>
<td>Automotive Electricity I</td>
<td>5</td>
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<tr>
<td>AUT169</td>
<td>Automotive Electricity II</td>
<td>5</td>
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<tr>
<td>AUT170</td>
<td>Automotive Electricity III</td>
<td>4</td>
</tr>
<tr>
<td>AUT100</td>
<td>Orientation to Automotive Technology</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits of Program 31
Course Title: **Orientation to Automotive Technology**  
Developed By: **John E Blakely**  
Development Date: **1-11-2013**  
Revision Date:

**COURSE DESCRIPTION:** Orientation to Automotive Technology is required for all students entering the Automotive Program. Students will be accepted into the program based on successful completion of the application process. User name and passwords will be issued needed for automotive classes. Shop and environmental safety course will be assigned to be completed before students are able to work in the auto shop lab.

**COURSE OUTCOMES:** At the end of the course the successful student will:

1. Have completed application for user name and password for Snap-on training.
2. Have completed application for user name and password for Toyota training.
3. Be able to log on to and navigate CDX.
4. Be able to log on to UOT testing site, TIS, and ShopKey.
5. Be able to log on to and navigate SP2.

**REQUIRED TEXT/MATERIALS:** CDX

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Familiarize students with shop policies. Gather student information for creating accounts with snap-on, Toyota, CDX, and SP2. Assign lockers and shirts to students.
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10
Course Title: Internal Combustion Engines

COURSE DESCRIPTION: The operating principles and function of each of the major parts of the reciprocating piston internal combustion engine are presented and discussed. Service, overhaul, and troubleshooting techniques as they relate to each component are also covered.

COURSE OUTCOMES: At the end of the course, the successful student will be able to:

1. Correctly identify the major parts of the internal combustion, reciprocating piston engine.
2. Correctly identify the common hand tools utilized in an engine overhaul.
3. Identify the basic operating principles of the internal combustion engine.
4. Disassemble, measure, and correctly re-assemble an automotive engine.
5. Use the electronic repair manuals to find engine mechanical specifications and repair procedures.

REQUIRED TEXT/MATERIALS: Automotive Engine Repair and Rebuilding by Christopher Hadfield (Delmar/Cengage Learning)

Toyota Flash drive that includes the Toyota 151 electronic textbook

OUTLINE: [Topics taught by week 1-10.]

Week 1 Engine operation. Engine disassembly

Week 2 Engine tools and equipment. Engine block construction, disassemble, and service.

Week 3 Short block component service, diagnosis, and repair. Cylinder head disassembly, inspection, and service. Camshaft and valve train service. Oil pump disassembly, inspection, and reassembly.


Week 6  Timing chain or belt service (opposite of one on lab engine). Adjust Valve clearance on various type cylinder head configurations. Perform oil change service with maintenance and/or safety inspections. Final exam (written) and final skill performance test

Week 7

Week 8

Week 9

Week 10
Course No: AUT155
Course Credit: 6
Lecture Hrs/wk: 3.0
Lab Hrs/Wk: 9.0
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 120
Length of Course 6 wks
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: AUT170
Co-Requisite: 
Load Factor: 9.3
Activity Code: 210
CIPS: 470604

Course Title: Automotive Brakes
Developed By: 
Development Date: 
Revision Date: 01-15-2013

COURSE DESCRIPTION: A course designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late model, domestic and import vehicles. The student should acquire knowledge of brake systems and trouble-shooting procedures for disc and drum brakes. Students will be taught to properly use industry standard equipment to service disk and drum brake components and systems to manufacture standards. Computer controlled systems integrated into the automotive brake system will be studied.

COURSE OUTCOMES: Upon course completion the successful student will know and be able to:

1. State the basic principles of brakes.
2. Identify the major types of automotive brakes.
3. Identify, diagnose and correct common automotive brake malfunctions.
4. Identify the major types of power brake systems.
5. State the operating principles of the power brake system.
6. State the basic operating principles of an anti-lock braking system.
7. Disassemble, inspect, and repair drum and disc brake systems.
8. Inspect, diagnose and repair an anti-lock braking system.
9. Diagnose and interpret the results of a computer controlled brake system fault.

Toyota Flash Drive – (00401TTENFLASH DR).
**OUTLINE:** [Topics taught by week 1-10.]


Week 6  Computer controlled brake systems. Final Exam, Final Skill Performance assessment.

Week 7

Week 8

Week 9

Week 10
Course No: AUT161
Course Credit: 4
Lecture Hrs/wk: 2
Lab Hrs/Wk: 7
Lecture/Lab Hrs/Wk: 9
Practicum Hrs/Wk:
Clock Hours: 90
Length of Course: 4 wks
Banner enforced Prerequisite: AUT100
Instructor enforced Prerequisite: AUT100
Co-Requisite:
Load Factor: 7.0
Activity Code: 210
CIPS: 470604

Course Title: Power Trains
Developed By:
Development Date:
Revision Date: 01-15-2013

COURSE DESCRIPTION:  Power Trains details the theory, operation, diagnosis and service of modern drive train components. This includes information on the latest clutches, manual transmissions and transaxles, solid and independent rear axle assemblies, drive shafts, drive axles, U-joints and CV joints. Basic drive train components such as gears, bearings and seals are identified and explained. This course also includes detailed explanations of the operation of electronically controlled systems. Scan tool use and code retrieval to aid in diagnosis are also covered.

COURSE OUTCOMES:  Upon course completion the successful student will know and be able to:
1. List the basic functions of a drive train including gears, chains, bearings and seals
2. List and follow safe work procedures, and proper tool usage.
3. Understand the theory, operation, diagnosis and service of a clutch assembly
4. Understand the theory, operation, diagnosis and service of manual transmissions/axles
5. Understand the theory, operation, diagnosis and service of FWD & RWD drive shafts.
6. Understand the theory, operation, diagnosis and service of rear axle assemblies.
7. Understand the theory, operation, diagnosis and service of 4WD assemblies/components.
8. Explain and Identify noise, vibration and harshness.


OUTLINE:  [Topics taught by week 1-10.]


Week 5  Electrical Theory & Service. Final Exam and Final skill validation.

Week 6

Week 7

Week 8

Week 9

Week 10
Course Title: Auto Electricity I
Developed By:
Development Date:
Revision Date: 01-15-2013

**COURSE DESCRIPTION:** This is the first of three courses focusing on electrical and electronic systems for automotive students. Electrical theory, circuits, and devices such as batteries, starters, alternators and test meters will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices, and appropriate work habits.

**COURSE OUTCOMES:** Upon course completion the successful student will know and be able to:

1. Identify common electrical components by name, symbol and physical description.
2. State the relationship between voltage, amperage and resistance (ohms).
3. Demonstrate the correct usage of both digital and analog meters.
4. State the difference between the current flow and electron flow theories.
5. Identify series, parallel and series-parallel circuits.
6. State the operating principles and ratings of different types of batteries.
7. Explain the basic principles of both direct (DC) and alternating (AC) current.
8. State the operating characteristics of diodes and transistors (both NPN and PNP).
9. Have had the opportunity to design, operate, and troubleshoot electrical circuits.
10. Demonstrate the ability to work safely and as a productive member of a team.

**REQUIRED TEXT/MATERIALS:** Toyota Flash Drive – 623 Electrical Circuit Diagnosis (00401TTENFLASH DR).
Automotive Electricity and Electronics (5th Ed.), Goodheart-Willcox 2010, *James E. Duffy* 
ISBN: 9781590709122
OUTLINE: [Topics taught by week 1-10.]


Week 2  Parallel Circuits. Series-Parallel Circuits. Basic Electrical and Series Circuits.

Week 3  Basic Electrical and Series Circuits (continued). Parallel and Series Parallel Circuits. Relays, Resistors, Transistors, Harness Repair.


Week 5  Electronic signals. Tracing current flow. EWD introduction. ShopKey.

Week 6  Electrical diagnostic tools. Final Exam.

Week 7

Week 8

Week 9

Week 10
COURSE DESCRIPTION: In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance was also covered. A continuance of the battery and starting systems will carry over briefly as a review and will be discussed when the topics applied to the concepts at hand. In this course we will take those concepts one-step further and apply them directly to the work that you'll do anytime you diagnose an electrical problem. Drawing from your prior learning in part one of this sequence, you will apply that knowledge in detail toward the diagnosis of electrical systems utilizing all resources available.

COURSE OUTCOMES: Upon course completion the successful student will know and be able to:

1. Demonstrate to their instructor they can apply the principles and basic electrical concepts learned in Automotive Electricity I to the automobile's electrical systems.
2. Demonstrate to their instructor the use of the Toyota Electrical Wiring Diagram (EWD) Manual, and apply its use to the diagnostics process on a bugged lab vehicle.
3. Demonstrate proper diagnostic techniques to include tracing current flow using an EWD as well as on a live vehicle and properly report their results.
4. Demonstrate to their instructor through extensive hands-on worksheets their ability to properly use digital multimeters, voltmeters, ammeters, ohmmeters, and different automotive scan tools to diagnose bugged lab vehicles and properly interpret the results.
5. Diagnose the five basic types of electrical circuit problems including: open circuits, shorts and parasitic draws, high resistance and electrical feedback problems and properly record the results.
6. Demonstrated the ability to work safely and as a productive member of a team.

REQUIRED TEXT/MATERIALS: Toyota Flash Drive – 652 Body Electrical Diagnosis (00401TTENFLASH DR).
Automotive Electricity and Electronics (5th Ed.), Goodheart-Willcox 2010, James E. Duffy
ISBN: 9781590709122
OUTLINE: [Topics taught by week 1-10.]

Week 1  Six-Step Diagnostic Process. Diagnosing Body Electrical Concerns. Lighting Circuits-Shorts to Ground.


Week 3  CAN communication with Accessories. BEAN communication with Accessories. Electrical Skills Validation 2010 Camry Right Rear Window Inoperative Post Test 652.


Week 5  Cruise Control Fundamentals and diagnosis. Supplemental Restraint Fundamentals and diagnosis.

Week 6  Audio system fundamentals. Final Exam

Week 7

Week 8

Week 9

Week 10
Course No: AUT170
Course Credit: 4
Lecture Hrs/wk: 2
Lab Hrs/Wk: 7
Lecture/Lab Hrs/Wk: 9
Practicum Hrs/Wk: 
Clock Hours: 90
Length of Course 4 wks
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: AUT169
Co-Requisite: 
Load Factor: 7.0
Activity Code: 210
CIPS: 470604

Course Title: Auto Electricity III
Developed By: Kevin Mathweg
Development Date: 01-15-2013
Revision Date:

COURSE DESCRIPTION: This is the final course covering the basics concepts, components and diagnosis of automotive electrical circuits. In the previous course the use of Electrical Wiring Diagrams (EWD’s), component location, vehicle testing and the six step diagnostic process were covered. Building upon the previous topics this course presents the construction, operation, diagnosis & service of advanced electronic circuits, control units, and network communication protocols. Features of the Electronic Control Unit (ECU) to be covered include: memory, customization, initialization, and their effect on circuit diagnosis. This section also introduces the fundamentals of multiplexing, computer signals, waveforms, oscilloscopes, and advanced DVOM usage. Communication protocols that will be covered include: BEAN, LIN, CAN, and AVC-LAN as well as the diagnostic processes for locating shorts or opens in various multiplexed circuits.

COURSE OUTCOMES: The student will be able to:

1. Research information related to:
   a. The purpose and function of ECU terminals
   b. Inputs & Outputs
   c. Terminals of the ECU
   d. Power & Ground points
2. Identify inputs and outputs and determine how they affect ECU operation.
3. Differentiate between:
   a. Pulse width & duty cycle
   b. Frequency & duty cycle
4. Identify the consequences of the following to the diagnostic process:
   a. Initialization (Memory Loss)
   b. Customization (CBEST)
   c. Sleep mode vs. normal operation
5. Demonstrate proficient use of the advanced DVOM features.
   a. MIN/MAX function
   b. Peak MIN/MAX function
   c. Measure frequency
   d. Measure duty cycle
6. Apply advanced DVOM functions for quick diagnostic evaluations.
7. Practice using an Inductive Current Clamp with a DVOM to provide the ability to take current readings without breaking into a circuit.
8. Utilize an inductive Current Clamp to evaluate system operation & determine diagnostic strategy.
9. Practice conversion of voltage and amperage values to apply to inductive clamps that use conversion factors for sensitivity.
11. Properly set-up an oscilloscope
   a. Auto features
   b. Voltage & Time Scale Settings
   c. Horizontal & vertical rulers
   d. Trigger point
   e. Horizontal & vertical zoom features
12. Apply the basic features of the oscilloscope used in combination with the Techstream Unit.
13. Locate and back probe a dimmer-controlled interior lamp or LED, practice measuring Voltage (V), Hertz (Hz), and percentage values (%) using a DVOM, and use an oscilloscope to display the signal pattern.
14. Set oscilloscope voltage and time settings appropriate to the circuit measured.
15. Utilize oscilloscope patterns derived from a known good vehicle to verify normal system operation.
16. Differentiate between different oscilloscope patterns.
17. Use an oscilloscope to confirm proper operation vs. a faulty circuit
   a. Duty cycle
   b. Frequency
   c. Amplitude
18. Use an oscilloscope to identify intermittent faults.
19. Capture, record, save and send oscilloscope waveforms.
20. Identify Body Electronics Area Network topology and network operation.
22. Identify Local Area Network topology and network operation.
23. Monitor and diagnose the AC Control Assembly operation and LIN communication using Techstream, an oscilloscope and TIS.
24. Identify Controller Area Network topology and network operation.
25. Use an ohmmeter and an oscilloscope to observe CAN High and CAN Low; diagnose a short to ground and an open circuit on CAN High and CAN Low; and short CAN High to CAN Low to observe the results.
26. Develop a strategy to diagnose a CAN Network fault using the EWD, a Techstream CAN Bus Check, and the information provided.
27. Identify Audio Visual Communication-Local Area Network topology and network operation.
28. Create, monitor and diagnose an AVC-LAN System amplifier malfunction using Techstream and an oscilloscope.
29. Monitor AC bus and servo motor operation using Techstream DATA LIST and an oscilloscope to deduce communication problems with the AC System.
30. Reference service literature to determine if immobilizer reset is supported on a vehicle.
31. Use Techstream Data List to make determinations related to the ID Code of the transponder chip embedded in the ignition key of the Immobilizer System.
32. Use an oscilloscope to observe Immobilizer System waveforms under varying conditions and compare them to those found in the Repair Manual.

OUTLINE: [Topics taught by week 1-10.]
Week 4 BEAN Network Diagnosis. CAN Network Diagnosis. AVC LAN. Hybrid System.
Week 5 Hybrid System (continued). Comprehensive Written Final
Week 6
Week 7
Week 8
Week 9
Week 10
Name and title: John E Blakely, Coordinator Automotive Technology

X __________________________________________
Supervisor Signature

1. Description of Proposed Program Automotive Systems Technician Career Pathways Certificate
   
   Degree __________ __ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways) Pathway
   Division CTE Program Automotive
   Effective for Catalog Year and Term 2014-2015

2. Courses proposed for new program (attached) with course outline (forms)

3. Program Outcomes (all courses attached)

4. Facility requirements: No additional facility requirements, embedded certificate

5. Classroom availability: No additional classroom requirements, embedded certificate

6. Instructor requirements: No additional instructor requirements, embedded certificate

Other Program Impact:

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

This does not require additional instructional costs, as it is an embedded Career Pathways Certificate in an existing degree.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

☐ Impact to other Divisions in terms of classes and staffing.

No impact – this will, however, lead to completions for students and opportunities for employment as students are working on completing a two-year degree.

Disposition: ____________________________ Signature ______________ Date ______ Recommendation _______
Automotive Advanced Technician Career Pathways Certificate

PROPOSED COURSES: (Attach course outlines)

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<td>AUT259</td>
<td>Electronic Engine Controls I</td>
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<td>AUT263</td>
<td>Automatic Transmissions</td>
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Total Credits of Program 30
COURSE DESCRIPTION: A study of automotive suspension systems including history and development. Fundamentals of front and rear suspension, steering geometry, diagnosing suspension and steering problems, and overhaul techniques are covered in this course. Rebuilding and repair of the different types of front and rear suspensions including strut types are practiced. This course provides a detailed study of wheel balancing including radial force variation, Computer controls for steering and suspension systems including inputs, logic, and actuators, and four wheel alignment. Wheel alignment factors and procedures, Steering and Handling concerns and diagnostics are also covered in detail.

COURSE OUTCOMES: Upon course completion the successful student will know and be able to:

1. Describe the development of the modern suspension system.
2. Identify the different types of automotive and light duty truck suspension systems.
3. Identify the basic parts of an automotive suspension system.
4. State the factors affecting vehicle wheel alignment.
5. Use the correct terminology related to suspension systems and wheel alignment procedures.
6. Identify the different types of wheel alignment problems and the correct solutions.
7. Identify the major types of suspension systems.
8. Properly complete a pre-alignment inspection and determine components that are out of manufactures specifications.
9. Correctly set all of the adjustable alignment angles to manufacture specifications.
10. Demonstrate the proper method to balance a tire and wheel assembly including radial force, static and dynamic.
11. Correctly disassemble, inspect, repair, and assemble a tire and wheel assembly.
12. State the operation of a power steering unit as used on a modern automobile.
13. Inspect, diagnose, and reset common types of tire pressure monitoring systems.
Toyota Flash Drive – (00401TTENFLASH DR).

OUTLINE: [Topics taught by week 1-10.]


Week 2  Alignment terminology part 2. Introduction to alignment. Methods of wheel alignment.

Week 3  Introduction to suspension systems. Front suspension systems. Rear suspension systems. Shock absorbers.

Week 4  Macpherson strut suspensions. Frames and frame damage. Steering Columns.


Week 6  Final exam.

Week 7

Week 8

Week 9

Week 10
Course Title: Electronic Engine Controls I

COURSE DESCRIPTION: Electronic Engine Controls I is the first course of a three part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. The course will consist of three instructional units; Engine operation and control fundamentals, Input sensors, and Electronic ignition systems. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities.

COURSE OUTCOMES: At the end of the course, the successful student will be able to:

1. identify the major engine components and describe basic engine operation.
2. demonstrate diagnosis of engine smoke and interpret the results.
3. demonstrate diagnosis of engine fluid leaks and interpret the results.
4. perform engine compression, cylinder leakage, vacuum tests, and properly interpret the results.
5. identify and inspect exhaust system components and report the results.
6. perform an exhaust backpressure test and interpret the results.
7. identify air induction system components and describe their operation
8. identify basic fuel system components and describe their operation
9. identify basic ignition system components and describe their operation.
10. identify the different input sensor classifications and explain the basic operation of each.
11. identify the major ECU inputs, their classifications, and explain their basic role in engine controls.
12. identify the major ECU outputs, their classifications, and explain their basic role in engine controls.
13. identify locations and function of various temperature sensors and explain.
14. define temperature sensor circuit operation and explain.
15. test a temperature sensor circuit, verify engine operating temperature and interpret the results.
16. perform temperature sensor circuit fault diagnosis and explain necessary repairs.
17. identify locations and function of various component position sensors and explain.
18. define component position sensor circuit operation and explain.
19. test a component position sensor circuit and interpret the results.
20. perform component position sensor circuit fault diagnosis and explain necessary repairs.
21. identify locations and function of engine load sensors and explain.
22. define MAF sensor circuit operation and explain.
23. test a MAF sensor circuit and interpret the results.
24. perform MAF sensor circuit fault diagnosis and explain necessary repairs.
25. define MAP sensor circuit operation and explain.
26. test a MAP sensor circuit and interpret the results.
27. perform MAP sensor circuit fault diagnosis and explain necessary repairs.
28. identify different types, locations and function of engine speed/position sensors and explain.
29. define engine speed/position sensor circuit operation and explain.
30. test a engine speed/position sensor circuit and interpret the results.
31. perform engine speed/position sensor circuit fault diagnosis and explain necessary repairs.
32. describe knock sensor function, circuit, operation and explain.
33. define the O2 sensor function, circuit operation and explain.
34. test an O2 sensor and interpret results.
35. define the AF sensor function, circuit operation and explain.
36. test an AF sensor and interpret results.
37. identify ignition system components, types, and basic operation; describe.
38. identify the various primary ignition timing signals and describe each or their functions.
39. test primary ignition timing signals and interpret the results.
40. identify the various primary ignition coil tests and describe each or their functions.
41. perform primary ignition coil waveform testing and interpret the results.
42. identify the various secondary ignition coil tests and describe each or their functions.
43. perform secondary ignition coil waveform testing and interpret the results.
44. perform a cylinder power balance test and interpret the results.
45. define the timing signals and operational strategy of a direct ignition system and explain.

**REQUIRED TEXT/MATERIALS:**  
Advance Engine Performance Diagnosis (fifth edition) by James D. Halderman (Prentice Hall Automotive)

Toyota Engine Control Systems I (Course 852) – electronic Flash drive

**OUTLINE:**  
[Topics taught by week 1-10.]

**Week 1**  
Engine mechanical operation. Engine condition inspection and diagnosis. Exhaust system inspection and testing.

**Week 2**  
Air induction and fuel system operation. Basic ignition system operation. ECU input, output, and logic basics. Sensor type introduction and input switches. Temperature Sensors.

**Week 3**  

**Week 4**  
Engine feedback sensors. Ignition system components, identification, and operation fundamentals. Ignition system primary signals and timing stratagies.
Week 5  Primary ignition waveform testing and diagnosis. Direct ignition systems and Secondary ignition waveform introduction. Secondary ignition waveform basic testing and diagnosis.

Week 6  Final Exam Written and Final Skill Assessment

Week 7

Week 8

Week 9

Week 10
Course Title: Electronic Engine Controls II

Developed By:
Development Date: 
Revision Date: 1-11-2013

COURSE DESCRIPTION: Electronic Engine Controls II is the second course of a three part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused heavily throughout the course. The course will consist of four instructional units; Fuel Systems, Other ECU Outputs, No Start Diagnosis, and OBD II Systems and Misfire. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities.

COURSE OUTCOMES:

At the end of the course, the successful student will be able to:

1. identify fuel injection system components and types, describe.
2. define fuel supply system operation and service; explain.
3. define fuel delivery system operation and explain.
4. perform fuel pump circuit testing and interpret the results.
5. perform a fuel pump current waveform test and interpret the results
6. perform a fuel pressure and volume test; interpret the results.
7. perform fuel injector circuit testing and interpret the results.
8. perform a fuel injector voltage and current waveform test; interpret the results.
9. define fuel trim and describe fuel trim operation.
10. diagnose fuel trim DTCs and describe proper diagnostic techniques
11. view fuel trim data as related to AF/O2 sensor data and interpret the data.
12. identify ETCS components and describe their operation.
13. perform basic ETCS component and circuit tests; interpret results.
14. identify VVTi components and describe their operation.
15. perform basic VVTi component and circuit tests; interpret results.
16. identify variable intake system components and purpose; describe.
17. identify various types of idle air control systems and explain their operation.
18. determine possible causes for a crank with no start fault and explain to the instructor.
19. diagnose a no start complaint and properly determine the diagnostic direction.
20. identify possible causes of a no spark condition and explain to the instructor
21. diagnose a no start condition and properly determine the vehicle fault.
22. identify possible fuel supply system faults and determine their effect on a no start vehicle
23. diagnose a no start/no fuel pressure condition and properly determine the needed repairs.
24. identify ECM no communication diagnostic strategies and determine possible causes.
25. diagnose a no start with no ECM communication fault and properly determine the cause
26. identify various OBD systems and their characteristics; explain.
27. discuss standard features of the OBD system and identify.
28. retrieve, interpret, and clear DTCs and report results.
29. identify the different OBD II DTC types and format; explain.
30. demonstrate basic diagnosis with codes and interpret their results.
31. view live and freeze frame data; interpret results.
32. create custom data lists and report results.
33. perform active tests and report results.
34. define an OBD II trip and explain.
35. define an OBD II drive cycle and explain.
36. define OBD II monitor types and explain.
37. identify different types of continuous monitors and explain.
38. identify misfire types and their role in MIL illumination and explain.
39. view misfire data and interpret.
40. define OBD II misfire monitor diagnostic strategy and explain.
41. diagnosis a misfire fault and determine necessary action.
42. view the OBD II monitor status and explain results.
43. identify the non-continuous monitors, their enabling criteria and drive cycles; explain.
44. view non-continuous monitor test details and interpret results.
45. define the ten OBD II test modes and explain
46. access the generic OBD II test modes and interpret the results.

**REQUIRED TEXT/MATERIALS:** Advance Engine Performance Diagnosis (fifth edition) by James D. Halderman (Prentice Hall Automotive)

Toyota Engine Control Systems I (Course 852) – electronic Flash drive

**OUTLINE:** [Topics taught by week 1-10.]

Week 1 Fuel supply system components, operation fundamentals, and diagnosis. Fuel delivery system components and operation fundamentals. Fuel delivery system testing, diagnostics and service. Fuel trim and DTCs.

Week 2 Fuel trim DTCs with and without drivability issues. Electronic throttle control systems ECU controlled solenoids and stepper motors. Variable valve timing system Acoustic and variable intake systems.
Week 3  No start diagnosis / no presentation.

Week 4  OBD II fundamentals. OBD II Diagnostic trouble codes. Scan tool data list and active tests. OBD II trips and drive cycle.

Week 5  OBDII continuous monitors and misfire. OBD II misfire data. OBD II Non continuous monitors. Generic OBD II modes.

Week 6  Final Exam (written) and Final skill assessment

Week 7

Week 8

Week 9

Week 10
Course No: AUT263  
Course Credit: 6  
Lecture Hrs/wk: 3.0  
Lab Hrs/Wk: 9.0  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 120  
Length of Course 6 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT289  
Co-Requisite:  
Load Factor: 9.3  
Activity Code: 210  
CIPS: 470604  

Course Title: Automatic Transmissions  
Developed By:  
Development Date:  
Revision Date: 01-15-2013  

COURSE DESCRIPTION: Instruction in automatic transmissions, including principles of operation, trouble-shooting and overhaul procedures. Instruction includes hydraulically-operated transmissions, transaxles, and torque converters common to the automotive field.  

COURSE OUTCOMES: After completing this course, the successful student will be able to:  

1. Identify and understand the operation of the major parts of an automatic transmission and transaxle.  
2. Service the automatic transmissions and transaxles in the vast majority of the domestic and import passenger vehicles.  
3. Troubleshoot and diagnose automatic transmission and transaxle related problems as to malfunctioning system such as mechanical or control.  
4. Correctly complete minor repairs on automatic transmissions and transaxles.  
5. Remove and replace the automatic transmission or transaxle in the vast majority of passenger vehicles.  

REQUIRED TEXT/MATERIALS: Automatic Transmissions and Transaxles (fifth edition) by Tom Birch (Prentice Hall Automotive)  
Toyota flash drive with course 274 – Automatic Transmissions  

OUTLINE: [Topics taught by week 1-10.]  

Week 1 Review course outline. Introduction. Auto trans components overview; Drive train theory; Basic hydraulic theory. Auto trans operation; Torque convertor operation. Planetary gear sets and holding devices.
Week 2  3 spd, overdrive, underdrive operation. Complex gear sets; A245E, A750, U660 operation. Auto trans fluid and basic hydraulics. Hydraulic pump service.

Week 3  Common transmissions and basic diagnosis. Toyota pressure control. Shift valve operation, time lag test, and hydraulic pressure tests

Week 4  Flow diagrams. In vehicle service; External adjustments. Bearings, thrust washers, seals; Transfer and final drives. Intro to overdrive control. Electronic controls.


Week 6  Electronic controlled transmission controls (inputs, logic, and actuators). Final Exam (Written) and Final Skill Performance assessment.

Week 7

Week 8

Week 9

Week 10
Course No: AUT289  
Course Credit: 5  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 8  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course: 5 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT289  
Co-Requisite:  
Load Factor: 8.1  
Activity Code: 210  
CIPS: 470604

Course Title: Climate Control Systems  
Developed By:  
Development Date:  
Revision Date: 01-15-2013

**COURSE DESCRIPTION:** This course covers the automotive heating, ventilation, and air conditioning systems and the engine cooling system. Lecture sessions are devoted to the purpose, operational theory, and diagnostic processes common to each of the above areas. Lab sessions are provided to develop student skills in servicing, trouble-shooting, and repairing each component within the specific system. Students will work on both components and live vehicles as part of the learning process.

**COURSE OUTCOMES:** After completing this course, the successful student will be able to:

1. Identify the type of air conditioning system/application on all vehicles.
2. Properly operate industry standard recovery and recycling equipment.
3. Correctly name all climate control system components and explain their operation.
4. Properly service an air conditioning system.
5. Remove and reinstall various climate control system components.
6. Properly diagnose basic climate control faults.
7. Identify the safety precautions required when working with hazardous materials related to mobile HVAC systems.

**REQUIRED TEXT/MATERIALS:** Auto Heating and Air Conditioning (3rd edition) by Chris Johansen (Goodheart-Willcox)  
Toyota flash drive that includes course 752 technician handbook.

Students must obtain their Refrigerant Recovery and Recycling (EPA) Certification before handling and refrigerant.
OUTLINE:  [Topics taught by week 1-10.]

Week 1  Refrigerant safety and ozone preservation. Demonstrate various HVAC equipment. Refrigerant principles, HVAC system components, and refrigeration cycles. Refrigerant recovery, recycling and handling. Refrigeration hose, line and fitting service.

Week 2  A/C compressors, evaporators, condensers, accumulators, and receiver driers. Controling evaporator temperature and pressure. Refrigerants and oils, R134a retrofitting.


Week 4  Cooling system diagnosis and service. HVAC air delivery systems. Generic and Toyota manual HVAC control systems.

Week 5  Automatic temperature control systems (generic and Toyota). Hybrid systems.

Week 6  Final exam (written) and Final Skill Performance.

Week 7

Week 8

Week 9

Week 10
Course No: AUT289
Course Credit: 4
Lecture Hrs/wk: 2
Lab Hrs/Wk: 7
Lecture/Lab Hrs/Wk: 90
Practicum Hrs/Wk: 4 wks
Clock Hours: 90
Length of Course 4 wks
Banner enforced Prerequisite: AUT260
Instructor enforced Prerequisite: AUT260
Co-Requisite: AUT260
Load Factor: 7.0
Activity Code: 210
CIPS: 470604

Course Title: Electronic Engine Controls III
Developed By: 
Development Date: 
Revision Date: 1-11-2013

COURSE DESCRIPTION: Electronic Engine Controls III is the third course of a three part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused heavily throughout the course. The course will consist of one Snap-on level two certification and three instructional units; Fuel Injection System Diagnosis, EVAP Emission Systems, and Other Emission Systems. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities.

COURSE OUTCOMES: Course outcomes:

At the end of the course, the successful student will be able to:

1. diagnose a fuel injection system fault and isolate the cause.
2. perform fuel quality and content test; interpret the results.
3. diagnose an engine performance or driveability problem with DTCs and recommend the proper repair.
4. diagnose an engine performance or driveability problem without DTCs and recommend the proper repair.
5. diagnose an engine misfire and recommend the proper repair.
6. diagnose an engine start and stall condition and determine the necessary repairs.
7. define 4 and 5 gas analyzer testing fundamentals and thoroughly explain each gas.
8. diagnose engine performance faults and explain the possible causes.
9. define the EVAP system components, purpose, and various system types; describe basic EVAP system operation.
10. identify Early Toyota EVAP system components and monitoring strategy; describe the components and operation.
11. test an Early Toyota EVAP system and report the results.
12. identify Late Toyota EVAP system components and monitoring strategy; describe the components and operation.
13. test a Late Toyota EVAP system and report the results.
14. identify LEV II Toyota EVAP system components and monitoring strategy; describe
   the components and operation.
15. test a LEV II Toyota EVAP system and report the results.
16. identify catalytic convertor purpose, operating principles, and diagnosis; explain
catalytic convertor theory and testing.
17. diagnose a catalyst efficiency fault and analyze the test results.
18. identify secondary air system components, purpose and operating principles; explain
   secondary air system principles
19. identify EGR system purpose, types, and operation; explain EGR operating principles.
20. test EGR system controls and feedback sensors; explain test results.
21. explain PCV system components, purpose, operation and types; describe various
   PCV system principles.

**REQUIRED TEXT/MATERIALS:** Advance Engine Performance Diagnosis (fifth edition) by
James D. Halderman (Prentice Hall Automotive)

      Toyota Engine Control Systems I (Course 852) – electronic
      Flash drive

**OUTLINE:** [Topics taught by week 1-10.]

Week 1   Snap-on level 2 certification. Advanced Fuel injection system diagnosis with or without
         DTCs.

Week 2   Advanced Engine misfire diagnosis using oscilloscope. Engine performance troubleshooting
         using 4 and 5 Gas analyzer testing. EVAP system overview.

Week 3   Early Toyota EVAP system components, operation, and diagnosis. Late Toyota EVAP
         system components, operation, and diagnosis. Toyota LEV II EVAP system components, operation,
         and diagnosis.

Week 4   Catalytic Convertor testing and diagnosis. Secondary AIR system components, operation and
         diagnosis. EGR system components, operation and diagnosis. PCV system components, operation and
         diagnosis.

Week 5   Final Exam (written) and Final skill assessment

Week 6

Week 7

Week 8

Week 9
Reason for request: To revise the course pre-requisites. **We no longer require the Medical Office Administration students to take OA225, so it could no longer be a pre-req.** Only the first quarter of medical terminology had been required, but this MED260 course requires an advanced knowledge of medical terminology.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

**Cost of revision:** $0

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of) course:

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: MED260
Course Credit: 3
Lecture Hrs/wk: 1
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 4
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11
Banner enforced Prerequisite: OA123, MED112
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.8
Activity Code: 21
CIPS: 520401

Course Title: Beginning Medical Transcription
Developed By: Bettie Wright
Development Date: October 1994
Revision Date: November 7, 2013

**COURSE DESCRIPTION:** A beginning medical transcription course. The types of reports and medical specialties will vary. Students will be required to use correct punctuation and spelling as well as medical terminology to produce error-free documents. Students will begin using a variety of medical reference resources.

**COURSE OUTCOMES:** The successful student will:
- Interpret medical terminology and common medical abbreviations.
- Use a computer with word processing software to transcribe medical reports.
- Spell medical words correctly.
- Use medical reference resources.
- Produce medical reports that are accurate--free of spelling, punctuation, grammar, or typing errors.
- Transcribe a variety of medical report formats.


**OUTLINE:** [Topics taught by week 1-11.]

Week 1   Prepare to transcribe
Week 2   Patient medical records
Week 3   Integumentary system
Week 4   Respiratory system
Week 5   Cardiovascular system
Week 6  Digestive system
Week 7  Endocrine system
Week 8  Urinary system
Week 9  Reproductive system
Week 10 Musculoskeletal system
Week 11 Final Exam
Document brought forward by: Bettie Wright

X Date November 7

Supervisor Signature: (Please type in the box with the X by it.)

Course Number  MED 260     Course Name  Beginning Medical Transcription

**Student need for course: This course is required for the Medical Office Administration AAS degree.**

**Course Information:**

☐ AA  ☐ AS  X AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

**Cost of this course:**

X No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: No impact

b. Current program: Medical Office Administration

Replacement course for:  

Course Number:  

Title:  

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Director of Curriculum Support  

Vice President of Instruction
Title: Introduction to Expository Writing

X Amy L. Fair, Department Chair  11/04/13

Supervisor Signature and date

X Revise  Division: A & S

Reactivate  Department: Humanities

Delete  Program: Writing

Current course number WR115  Revised Course Number WR115

Current Course Title  no change

Credits 3  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 4

Lec/Lab Hrs/Wk  no change

Lab Hrs/Wk  no change

Practicum  no change

Banner/Instr. Prerequisites  no change

Co-requisites  no change
Length (Wks) 11                       Revised Length (Wks) 11

Terms Offered ____                  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: N

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Expository Writing (WR115)

Student need for course: students who do not test directly into WR121 take this credit course in order to develop improvement in college-level writing skills.

Course Information: AA X AAS X AS X Certificate Learning Skill:

Cost of this course:

X No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed _____________

   Signature/date

☐ Facility/office space/cleaning _____________

   Signature/date

☐ IT Resources reviewed _____________

   Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition: ____________________________

Signature Date Recommendation

Curriculum Committee Chair ____________________________________________________
Course Number: WR 115
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
Prerequisites: WR 095, RD 080 each with a grade of C or better, or appropriate placement test scores; and basic computer word processing skills
Load Factor: 4.0 ILCs
Activity Code: 100
CIPS: 240101

Course Title: Introduction to Expository Writing
Developed By: unknown
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
WR115 is designed to hone students’ writing skills in preparation for the advancement to transfer and occupational writing courses. The class will focus on the writing process and the proper development of theses in paragraph form. The techniques learned will then be applied to the writing of essays. Basic grammar skills, as pertaining to writing flow, will also be covered.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to
1. Participate in academic discourse by exploring varying points of view through reading college-level texts, writing essays, and engaging in a free exchange of ideas in the classroom.
2. Write adequately focused and logically organized essays.
3. Develop rhetorical awareness, including learning about the needs and expectations of different audiences.
4. Utilize a recursive writing process that employs exploration and discovery, drafting, peer review, revision, editing and proofreading.
5. Locate, evaluate, and incorporate source material, appropriately documenting the material.

REQUIRED TEXT/MATERIALS:
1. 75 Readings: An Anthology, Buscemi & Smith
2. Rules for Writers, Diana Hacker
3. Developmental Exercises to Accompany Rules for Writers, Van Goor & Hacker

COURSE OUTLINE:
Week 1   Introduction
Week 2   Thesis Statements (Enthymemes), Essay Structure, Audience; Essay 1
Week 3   Essay 1
Week 4   Essay 2
Week 5   Essay 2
Week 6   Essay 3
Week 7   Essay 3
Week 8   Essay 4
Week 9   Essay 4
Week 10  Essay 4 and Final Revisions
Title: English Composition: Introduction to Argument

X  Amy L. Fair, Department Chair 11/04/13

Supervisor Signature and date

X  Revise Division: A & S

Reactivate Department: Humanities

Delete Program: Writing

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Length (Wks) 11                           Revised Length (Wks) 11

Terms Offered ______                     Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: English Composition: Introduction to Argument (WR121)

Student need for course: required composition course

Course Information: AA X AAS X AS X Certificate☐ Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

Signature/date

☐ Facility/office space/cleaning __________

Signature/date

☐ IT Resources reviewed __________

Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair ________________________________
Course Number: WR 121
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
Prerequisites: WR 115, RD 090 each with a grade of C or better, or appropriate placement test scores; and basic computer word processing skills
Load Factor: 4.0 ILCs
Activity Code: 100
CIPS: 239900

Course Title: English Composition: Intro to Argument
Developed By: unknown
Development Date: unknown
Revision Date: October 2012

COURSE DESCRIPTION:
WR121 improves writing, reading and critical thinking skills, preparing students to succeed in future college classes, careers and personal lives. The crucial relationship between critical thinking, reading and writing is stressed. During the first part of the term, students write expository essays; during the latter part of the term, they progress to writing an argumentative essay. Students learn how to select and restrict a topic, formulate a thesis statement, develop an academic voice and style, appeal to a particular audience, and revise and edit their writing. Sentence variety, paragraph development, appropriate diction, conventions of grammar and punctuation, and most important, quality of ideas and coherence of subject matter are addressed.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to
1. Participate in academic discourse by writing, speaking, reading, responding and listening—both actively and reflectively.
2. Write an adequately developed, logically organized, enthymeme-driven argument.
3. Develop rhetorical competence, including recognizing the role of discourse communities in shaping a writer’s choices.
4. Utilize a recursive writing process that employs exploration and discovery, drafting, peer review, revision, editing and proofreading.
5. Locate, evaluate and synthesize source material, citing the material in a discipline-appropriate documentation style.

REQUIRED TEXT/MATERIALS:
1. *Rules for Writers*, Diana Hacker
2. *Critical Thinking, Reading and Writing: A Brief Guide to Argument*, Barnet/Bedau

COURSE OUTLINE:
Week 1 Introduction
Week 2 Thesis Statements (Enthymemes), Essay Structure, Audience; Essay 1
Week 3 Essay 1: Overview
Week 4 Essay 2: Analysis
Week 5 Essay 2: Analysis
Week 6 Essay 3: Precis (set of 3)
Week 7 Essay 3: Precis (set of 3)
Week 8 Essay 4: Research & Argument
Week 9 Essay 4: Research & Argument
Week 10 Essay 4 and Final Revisions
Title: English Composition: Style and Argument

X Amy L. Fair, Department Chair 11/04/13

Supervisor Signature and date

X Revise Division: A & S

Reactivate Department: Humanities

Delete Program: Writing

Current course number WR122 Revised Course Number WR122

Current Course Title _____ Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk _____ Revised Lab Hrs/Wk no change

Practicum _____ Revised Practicum no change

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites no change

Co-requisites _____ Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered _____  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: English Composition: Style and Argument (WR122)

Student need for course: required composition course

Course Information: AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed _____________

  Signature/date

☐ Facility/office space/cleaning _____________

  Signature/date

☐ IT Resources reviewed _____________

  Signature/date

Course impact on:

  a. Student enrollment in other courses: N/A

  b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair ________________________________
Course Title: English Composition: Style and Argument
Developed By: unknown
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
WR122 aims to strengthen a student's ability to reason in writing and to encourage them to write in a way that is convincing because it is reasonable. The work of the course is the practice of critical thinking in the development and revision of several argumentative essays. The courses incorporate the computer-assisted Writing Lab; all compositions must be computer generated.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Participate in academic discourse by reading challenging, college-level texts and writing about, responding to, and discussing controversial issues.
2. Write adequately developed, logically organized, research-based, enthymeme-driven arguments.
3. Demonstrate rhetorical competence by anticipating, assessing and responding to the knowledge, values, attitudes and needs of a specific discourse community in order to write an effective argument.
4. Utilize a recursive writing process that employs exploration and discovery, drafting, peer review, revision, editing and proofreading.
5. Utilize advanced research techniques to locate source material, evaluate and synthesize source material, and cite source material in a discipline-appropriate documentation style.

REQUIRED TEXT/MATERIALS:
1. Rules for Writers, Diana Hacker
2. Critical Thinking, Reading and Writing: A Brief Guide to Argument, Barnet/Bedau

COURSE OUTLINE:
Week 1 Introduction
Week 2 Thesis Statements (Enthymemes), Essay Structure, Audience; Essay 1
Week 3 Essay 1: Argument
Week 4 Essay 1: Argument
Week 5 Essay 2: Argument
Week 6 Essay 2: Argument
Week 7 Essay 3: Research and Argument
Week 8 Essay 3: Research and Argument
Week 9 Essay 3: Research and Argument
Week 10 Essay 3 and Final Revisions
Title: English Composition: Research

X ______ Amy L. Fair, Department Chair ___________________________ 11/04/13
Supervisor Signature and date

X ______ Revise
Division: A & S

☐ Reactivate
Department: Humanities

☐ Delete
Program: Writing

Current course number WR123
Revised Course Number WR123

Current Course Title ______
Revised Course Title no change

Credits 3
Revised Credits 4

Lecture Hrs/Wk 3
Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk ______
Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk ______
Revised Lab Hrs/Wk no change

Practicum ______
Revised Practicum no change

Banner/Instr. Prerequisites ______
Revised Banner/Instruc. Prerequisites no change

Co-requisites ______
Revised Co-requisites no change
Length (Wks) 11                           Revised Length (Wks) 11

Terms Offered _____          Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X  No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: English Composition: Research (WR123)

Student need for course: required composition course for many transfer degrees

Course Information: AA X    AAS X    AS X    Certificate [ ]    Learning Skill: [ ]

Cost of this course:

X No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

□ Library resources reviewed ____________

    Signature/date

□ Facility/office space/cleaning ____________

    Signature/date

□ IT Resources reviewed ____________

    Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition:   Signature     Date     Recommendation

Curriculum Committee Chair ____________________________________________
Course Title: English Composition: The Research Paper

Course Number: WR 123
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
Prerequisites: WR 122 with a grade of C or better
Load Factor: 4.0 ILCs
Activity Code: 100
CIPS: 239900

Course Description:
The primary objective of this course is the completion of a well-documented research paper [15 pages minimum, 12 sources minimum]. Students will learn to restrict and develop a thesis, incorporating the various writing strategies emphasized in previous composition sources. They will become familiar with traditional and electronic resources [primary and secondary] and will learn strategies for gathering, evaluating and organizing information. They will also learn effective methods of note taking and how to effectively incorporate paraphrases and direct quotations of other writers into their research papers. Students will learn how to acknowledge their sources by becoming familiar with one of the major professional documentation systems [MLA or APA] and will use the system appropriate for their topics. In addition to the completed research paper, there will be other homework assignments as well as in-class exercises. The course format will consist of lectures, class discussion, small group work (including peer reviews), library research and individual student/teacher conferences. Class will meet weekly in the writing lab.

Learning Outcomes:
Upon successful completion of this course the student should be able to:
1. Write with the style, organization and content appropriate for the intended reader.
2. Know how to employ the elements of the writing process: drafting, re-reading, revising, editing and proofreading.
3. Acquire information and produce text using the research and word processing capabilities of the computer.
4. Demonstrate the ability to find, use and credit data in a piece of writing in appropriate ways, including both first-hand data (interviews, surveys, observations, experiments, etc.) and second-hand data (books, articles, publications).
5. Possess the ability to read, interpret, summarize, and paraphrase texts written by others without resorting to plagiarism.
6. Communicate with and edit for Standard English where appropriate.

Required Text/Materials:
1. Rules for Writers, Diana Hacker
2. The Curious Researcher, Bruce Ballenger

Course Outline:
Week 1 Introduction; The Writing Process
Week 2 Sufficiently Limited Topics; Short Proposal
Week 3 Long Proposal
Week 4 Annotated Bibliography; Organizing One’s Research
Week 5 APA and MLA Citation Formats; Rough Drafts
Week 6 Working Drafts
Week 7 Revisions and Working Drafts
Week 8 Revision and Re-Vision
Week 9 Revision and Re-Vision
Week 10 Final Revisions; Final Research Paper Due
Title: Technical Report Writing

X  Amy L. Fair, Department Chair  11/04/13
Supervisor Signature and date

X  Revise  Division:  A & S

Reactivate  Department:  Humanities

Delete  Program:  Writing

Current course number WR227  Revised Course Number WR227

Current Course Title  no change  Revised Course Title  no change

Credits 3  Revised Credits  4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk  4

Lec /Lab Hrs/Wk  no change  Revised Lec /Lab Hrs/Wk  no change

Lab Hrs/Wk  no change  Revised Lab Hrs/Wk  no change

Practicum  no change  Revised Practicum  no change

Banner/Instr. Prerequisites  no change  Revised Banner/Instruc. Prerequisites  no change

Co-requisites  no change  Revised Co-requisites  no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered _____  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X  No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Technical Report Writing (WR227)

Student need for course: required course for many technical degrees & transfer degrees, this course is also often suggested as a replacement for WR123 in the health care fields.

Course Information: AA X AAS X AS X Certificate☐ Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed
class

Signature/date

☐ Facility/office space/cleaning
class

Signature/date

☐ IT Resources reviewed
class

Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A, Title: N/A

Disposition:

Signature

Date

Recommendation

Curriculum Committee Chair _________________________________
Course Title: Technical Report Writing
Developed by: Melinda Benton
Date: 2004; revised 2011 (Benton); revised 2013 (Fair)

COURSE DESCRIPTION:
This course stresses principles of clear, concise, effective workplace report writing. Students learn to analyze workplace audience needs, gather information, problem solve, interpret data, draft and rewrite material into informal and formal technical reports.

LEARNER OUTCOMES: Upon successful completion of this course students should be able to:
1. Practice professional standards and rules for ethical workplace communication. (OWEAC consideration)
2. Use critical thinking skills to strategically analyze complex workplace issues in order to identify and communicate workable, criteria-driven solutions adapted to specific technical audience's needs. (OWEAC consideration)
3. Read, interpret, analyze, and create complex technical and professional documents and visuals (OWEAC+)
4. Collect, interpret, and incorporate a variety of appropriate research so that communication meets workplace goals and the needs of message stakeholders. (OWEAC consideration)
5. Integrate research and documentation to support report content by using a discipline-appropriate documentation style (OWEAC)
6. Use Edited Standard Written English and industry standard templates to address a technical or professional audience (OWEAC-)


COURSE OUTLINE:
I. Definition of Technical Writing
II. Key Principles of Technical Writing Style, Work Styles for Audience Adaptation
III. Explanation of Term Project (topics, requirements)
IV. Decision Making Model: Critical Thinking for Workplace Decision Making in Problem Analysis
V. Criteria: Definition, Purpose, Use, Communication Strategies
VI. Precise Writing Principles
VII. Memo Templates and Principles
VIII. IMRD Report Format: Definition, Purpose, Variations
IX. Proposal Writing
X. Gantt Charts
XI. Mechanism Descriptions
XII. Instructions
XIV. Collaboration Strategies
XV. Primary Research Tips
XVI. Technical Illustrations
XVII. Field Tests
XVIII. Resumes and Agendas
Title: Creative Writing: Short Fiction

X ___ Amy L. Fair, Department Chair ___________________________ 11/04/13
Supervisor Signature and date

X Revise Division: A & S

☐ Reactivate Department: Humanities

☐ Delete Program: Writing

Current course number WR241 Revised Course Number WR241

Current Course Title _____ Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk _____ Revised Lab Hrs/Wk no change

Practicum _____ Revised Practicum no change

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites no change

Co-requisites _____ Revised Co-requisites no change
Reason for request:

In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Creative Writing: Short Fiction (WR241)

**Student need for course:** this creative writing course is an elective.

**Course Information:** AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

       Signature/date

☐ Facility/office space/cleaning __________

       Signature/date

☐ IT Resources reviewed __________

       Signature/date

**Course impact on:**

   a. Student enrollment in other courses: N/A

   b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

**Disposition:**

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Curriculum Committee Chair ____________________________________________________
Course Title: Creative Writing: Short Fiction
Developed By: unknown
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
WR241 is a creative writing course that requires students to write and revise a body of original short fiction. The elements of fiction writing [theme, characterization, setting, point of view, symbolism and figurative language] are introduced, and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities will include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Compose a portfolio of original, creative writing through the process of journal-keeping, drafting, workshop participation, and revision.
2. Apply knowledge of craft, design and organization to one’s own short fiction as a result of critically reading the works of several published authors and recognizing the instructional value of reading contemporary literature as a creative writer.
3. Demonstrate knowledge of terminology and conventions that apply to the composition of creative writing.
4. Identify and articulate necessary revisions to one’s own creative work and the creative work of others in a workshop environment by applying appropriate listening, speaking and writing skills with respect, tolerance, and cultural awareness.

REQUIRED TEXT/MATERIALS:
2. The Pen/O. Henry Prize Stories: The Best Stories of the Year, Laura Furman, editor.
3. Reliable access to a computer with Internet access and a word processing program.
4. A one-subject notebook or a composition book for use as a writing journal.
5. A binder or folder for organizing weekly drafts and workshop critiques.
6. Access to make photocopies of one’s work for class distribution

COURSE OUTLINE:
Week 1 Syllabus & Assignment Overview; The Workshop Process
Week 2 Plot/Theme
Week 3 Setting
Week 4 Characterization
Week 5 Point of View
Week 6 Revision Strategies; Workshop
Week 7 Workshop
Week 8 Revision Strategies; Workshop
Week 9 Workshop
Week 10 Workshop
Title: Creative Writing: Poetry

X _____ Amy L. Fair, Department Chair __________________________________________________________________________ 11/04/13
Supervisor Signature and date

X Revise Division: A & S

Reactivate Department: Humanities

Delete Program: Writing

Current course number WR242 Revised Course Number WR242

Current Course Title no change Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk no change Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk no change Revised Lab Hrs/Wk no change

Practicum no change Revised Practicum no change

Banner/Instr. Prerequisites no change Revised Banner/Instruc. Prerequisites no change

Co-requisites no change Revised Co-requisites no change
Length (Wks) 11                       Revised Length (Wks) 11

Terms Offered ______               Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Creative Writing: Poetry (WR242)

**Student need for course:** this creative writing course is an elective.

**Course Information:** AA X AAS X AS X Certificate☐ Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

Signature/date

☐ Facility/office space/cleaning ____________

Signature/date

☐ IT Resources reviewed ____________

Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

__________________________

Disposition: Signature Date Recommendation

Curriculum Committee Chair ____________________________________________
In WR 242, students compose and revise a portfolio of original poetry. This creative writing course introduces students to the craft of poetry [including the concepts of theme, style, tone, metaphor/allusion, point of view, symbolism and figurative language], and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications.

Upon successful completion of this course the student should be able to:
1. Compose a portfolio of original poetry through the process of journal-keeping, drafting, workshop participation, and revision.
2. Apply knowledge of craft, design and organization to one’s own poetry as a result of critically reading the works of several published authors and recognizing the instructional value of reading contemporary literature as a creative writer.
3. Demonstrate knowledge of terminology and conventions that apply to the composition of creative writing.
4. Identify and articulate necessary revisions to one’s own creative work and the creative work of others in a workshop environment by applying appropriate listening, speaking and writing skills with respect, tolerance, and cultural awareness.

The Complete Poems, Elizabeth Bishop, Farrar Straus Giroux
2. Here, Bullet, Brian Turner, Alice James Books
3. Poetry In Person, Alexander Neubauer, editor, Knopf
4. A three-ring binder, with section dividers, to be used as your portfolio

Week 1 Introduction to the class. Review syllabus
Week 2 Ways to read a poem. Establish workshop guidelines
Week 3 Diction, syntax, and sensory imagery
Week 4 Figurative language
Week 5 Tones, sounds, and schemes
Week 6 Meter and rhythm
Week 7 Stanza and fixed forms
Week 8 Continue with forms
Week 9 Workshops
Week 10 Workshops
Week 11 Final Exam Meeting
Title: Creative Writing: Mixed Genre

X  Amy L. Fair, Department Chair  11/04/13

Supervisor Signature and date

X  Revise

Division:  A & S

Reactivate

Department:  Humanities

Delete

Program:  Writing

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Length (Wks) 11  Revised Length (Wks) 11

Terms Offered _______  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:

In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Creative Writing: Mixed Genre (WR243)

Student need for course: this creative writing course is an elective.

Course Information: AA X        AAS X        AS X Certificate☐ Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ___________

Signature/date

☐ Facility/office space/cleaning ___________

Signature/date

☐ IT Resources reviewed_____________

Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition:    Signature    Date    Recommendation

Curriculum Committee Chair _______________________________
**Course Number:** WR 243  
**Course Credit:** 4  
**Lecture Hours/Wk:** 4  
**Lab Hours/Wk:** 0  
**Clock Hours:** 44  
**Length of Course:** 11 wks  
**Prerequisites:** WR 121 with a grade of C or better  
**Load Factor:** 4.0 ILCs  
**Activity Code:** 100  
**CIPS:** 239900

**Course Title:** Creative Writing: Mixed Genre  
**Developed By:** unknown  
**Development Date:** unknown  
**Revision Date:** October 2013

**COURSE DESCRIPTION:**  
WR 243 is a creative writing course that requires students to write and revise a body of creative work, to research potential markets for that work, (including anthologies, literary journals, and web-based venues), and submit creative work to several markets. Students may choose to focus on creating poetry or prose in this course. The elements of writing [theme, characterization, setting, point of view, symbolism and figurative language] are reinforced, and preparing creative work for potential publication (formatting and revision) will be detailed. Class activities will include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications.

**LEARNER OUTCOMES:** Upon successful completion of this course the student should be able to:  
1. Compose a portfolio of original, creative writing through the process of journal-keeping, drafting, workshop participation, and revision.  
2. Apply knowledge of craft, design and organization to one’s own writing as a result of critically reading the works of several published authors and recognizing the instructional value of reading contemporary literature as a creative writer.  
3. Demonstrate knowledge of terminology and conventions that apply to the composition of creative writing.  
4. Identify and articulate necessary revisions to one’s own creative work and the creative work of others in a workshop environment by applying appropriate listening, speaking and writing skills with respect, tolerance, and cultural awareness.  
5. Demonstrate the appropriate use of current technology to pursue the publication of one’s own creative writing.  
6. Complete the publication process for a work of creative writing—from revision to drafting a cover letter to submission.

**REQUIRED TEXT/MATERIALS:**  
1. Reliable access to a computer with Internet access and a word processing program.  
2. A one-subject notebook or a composition book for use as a writing journal.  
3. A binder or folder for organizing weekly drafts and workshop critiques.  
4. Access to make photocopies of one’s work for class distribution.

**COURSE OUTLINE:**  
- Week 1: Syllabus and Assignment Overview  
- Week 2: Plot/Theme  
- Week 3: Setting  
- Week 4: Characterization  
- Week 5: Point of View  
- Week 6: Workshops  
- Week 7: Workshops  
- Week 8: Workshop; Publication Presentations and Lecture  
- Week 9: Workshop; Publication Lectures  
- Week 10: Preparing Manuscripts for Submission  
- Week 11: Final Exam Meeting
Title: Introduction to Literature: Short Fiction

X Amy L. Fair, Department Chair 11/04/13
Supervisor Signature and date

Revise  Division: A & S

Reactivate  Department: Humanities

Delete  Program: Writing

Current course number ENG104 Revised Course Number ENG104

Current Course Title  Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk Revised Lab Hrs/Wk no change

Practicum Revised Practicum no change

Banner/Instr. Prerequisites Revised Banner/Instruc. Prerequisites no change

Co-requisites Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of) course:

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Literature: Short Fiction (ENG104)

Student need for course: this course fulfills humanities and A & L requirements.

Course Information: AA X  AAS X  AS X  Certificate []  Learning Skill: []

Cost of this course:

X  No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

          Signature/date

☐ Facility/office space/cleaning ____________

          Signature/date

☐ IT Resources reviewed ____________

          Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair ___________________________
Course Title: Introduction to Literature: Fiction  
Developed By: Amy L. Fair  
Development Date: unknown  
Revision Date: October 2013

COURSE DESCRIPTION:
In ENG104 of the Introduction to Literature series, students are introduced to the conventions and characteristics of literary fiction. Through active reading, critical thinking, engaged discussion and effective writing, students will learn to interpret, analyze, critically evaluate and appreciate a variety of literature. The changing historical, political and cultural contexts in which the works were produced will be examined, as will the remarkable diversity of writers and subject matter, including issues of race, ethnicity, class, gender and sexual orientation. The courses also introduce students to literary theory, including technical terms and their application.

LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to demonstrate achievement of:

1. Familiarity with some authors and literary works that are part of the cultural canon of literature in the United States as well as around the world.
2. Ability to identify and articulate impressions about the characteristic elements of prose literature, i.e., plot, setting, character, style, theme, and unity of effect.
3. Acquisition of an appreciation for the power of literature, including the deepened understanding of human nature and human condition that surfaces as a result of a story's ability to engage the imagination and arouse emotion.
4. Ability to think analytically/critically about literary works and to argue articulately the various interpretations of a story's meaning—in a coherent and unified manner with an underlying thesis.

REQUIRED TEXT/MATERIALS:
1. The Bedford Introduction to Literature: Reading, Thinking, Writing; ed. Michael Meyer

COURSE OUTLINE:
Week 1  A study of Fiction – The Basics  
Week 2  Reading and Writing about Fiction; Introduction to Literary Theory  
Week 3  Plot  
Week 4  Setting  
Week 5  Point of View  
Week 6  Symbolism  
Week 7  Theme  
Week 8  Style, Tone, Irony  
Week 9  Metafiction and Microfiction  
Week 10 Contemporary Fiction
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Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Literature: Drama (ENG105)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X AAS X AS X Certificate [ ] Learning Skill [ ]

**Cost of this course:**

- [X] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course): [ ]

- [ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:
  - [ ] Library resources reviewed __________
    - Signature/date
  - [ ] Facility/office space/cleaning __________
    - Signature/date
  - [ ] IT Resources reviewed __________
    - Signature/date

**Course impact on:**

- a. Student enrollment in other courses: N/A

- b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

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Curriculum Committee Chair __________________________________________
Course Title: Introduction to Literature: Drama
Developed By: Amy L. Fair
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:

In ENG105 of the Introduction to Literature series, students are introduced to the conventions and characteristics of dramatic literature. Through active reading, critical thinking, engaged discussion and effective writing, students will learn to interpret, analyze, critically evaluate and appreciate a variety of literature. The changing historical, political and cultural contexts in which the works were produced will be examined, as will the remarkable diversity of writers and subject matter, including issues of race, ethnicity, class, gender and sexual orientation. The courses also introduce students to literary theory, including technical terms and their application.

LEARNER OUTCOMES:

Upon successful completion of this course the student should be able to demonstrate achievement of:

1. Familiarity with some authors and literary works that are part of the cultural canon of literature in the United States as well as around the world.
2. Ability to identify and articulate impressions about the characteristic elements of literature, i.e., plot, setting, character, style, theme, and unity of effect.
3. Acquisition of an appreciation for the power of literature, including the deepened understanding of human nature and human condition that surfaces as a result of a story's ability to engage the imagination and arouse emotion.
4. Ability to think analytically/critically about literary works and to argue articulately the various interpretations of a play's meaning—in a coherent and unified manner with an underlying thesis.

REQUIRED TEXT/MATERIALS:

1. *The Bedford Introduction to Literature: Reading, Thinking, Writing*; ed. Michael Meyer

COURSE OUTLINE:

Week 1  A study of Drama
Week 2  An Introduction to Literary Theory
Week 3  Putting Ideas on Paper
Week 4  A Modern Look at Drama
Week 5  Greek Drama
Week 6  Greek Drama
Week 7  Shakespeare
Week 8  Shakespeare
Week 9  Humor and Satire
Week 10  Contemporary Drama
Title: Introduction to Literature: Poetry

X _____ Amy L. Fair, Department Chair ____________________________ 11/04/13
Supervisor Signature and date

X Revise

Division: A & S

Reactivate

Department: Humanities

Delete

Program: Writing

Current course number ENG106

Revised Course Number ENG106

Current Course Title _____

Revised Course Title no change

Credits 3

Revised Credits 4

Lecture Hrs/Wk 3

Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk _____

Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk _____

Revised Lab Hrs/Wk no change

Practicum _____

Revised Practicum no change

Banner/Instr. Prerequisites _____

Revised Banner/Instruc. Prerequisites no change

Co-requisites _____

Revised Co-requisites no change
Reason for request:

In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Title: Introduction to Literature: Poetry (ENG106)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

**Cost of this course:**

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

  Signature/date

☐ Facility/office space/cleaning __________

  Signature/date

☐ IT Resources reviewed __________

  Signature/date

**Course impact on:**

  a. Student enrollment in other courses: N/A

  b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair  ________________________________
Course Title: Introduction to Literature: Poetry
Developed By: Amy L. Fair
Development Date: unknown
Revision Date: October 2013

**COURSE DESCRIPTION:**
In ENG106 of the Introduction to Literature series, students are introduced to the conventions and characteristics of poetry. Through active reading, critical thinking, engaged discussion and effective writing, students will learn to interpret, analyze, critically evaluate and appreciate a variety of literature. The changing historical, political and cultural contexts in which the works were produced will be examined, as will the remarkable diversity of writers and subject matter, including issues of race, ethnicity, class, gender and sexual orientation. The courses also introduce students to literary theory, including technical terms and their application.

**LEARNER OUTCOMES:**
Upon successful completion of this course the student should be able to demonstrate achievement of:
1. Familiarity with some authors and literary works that are part of the cultural canon of literature in the United States as well as around the world.
2. Ability to identify and articulate impressions about the characteristic elements of poetic literature, i.e., tone, figurative language, symbolism, imagery, rhyme, meter, and form.
3. Acquisition of an appreciation for the power of literature, including the deepened understanding of human nature and human condition that surfaces as a result of a poem’s ability to engage the imagination and arouse emotion.
4. Ability to think analytically/critically about literary works and to argue articulately the various interpretations of a poem’s meaning—in a coherent and unified manner with an underlying thesis.

**REQUIRED TEXT/MATERIALS:**
1. *The Bedford Introduction to Literature: Reading, Thinking, Writing*; ed. Michael Meyer

**COURSE OUTLINE:**
Week 1  Reading Poetry
Week 2  Writing about Poetry; Introduction to Literary Theory
Week 3  Word Choice, Order, Tone
Week 4  Imagery
Week 5  Figures of Speech
Week 6  Symbolism, Irony, Allegory
Week 7  Sounds
Week 8  Patterns of Rythym
Week 9  Poetic Forms
Week 10 Open Forum
Title: World Literature I (ENG107)

X  Amy L. Fair, Department Chair  11/04/13
Supervisor Signature and date

X  Revise  Division:  A & S

Reactivate  Department:  Humanities

Delete  Program:  Writing

Current course number ENG107  Revised Course Number ENG107

Current Course Title  no change  Revised Course Title  no change

Credits 3  Revised Credits  4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk  4

Lec /Lab Hrs/Wk  no change  Revised Lec /Lab Hrs/Wk  no change

Lab Hrs/Wk  no change  Revised Lab Hrs/Wk  no change

Practicum  no change  Revised Practicum  no change

Banner/Instr. Prerequisites  no change  Revised Banner/Instruc. Prerequisites  no change

Co-requisites  no change  Revised Co-requisites  no change
Length (Wks) 11                    Revised Length (Wks) 11

Terms Offered Fall, Summer        Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X  No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: World Literature I (ENG107)

Student need for course: this course fulfills humanities and A & L requirements.

Course Information: AA X    AAS X    AS X    Certificate☐    Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

                   Signature/date

☐ Facility/office space/cleaning ____________

                   Signature/date

☐ IT Resources reviewed ____________

                   Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A    Title: N/A

Disposition:    Signature    Date    Recommendation

Curriculum Committee Chair ________________________________
The World Literature sequence introduces students to literature in translation from around the world. ENG 107 focuses on literature of the Western world, from Ancient Egyptian, Babylonian, and Hebraic works through Classical works of the Greeks and Romans, to works of the early Christian European medieval period. ENG 108 focuses on literature of the Western world, from the late Middle Ages through the Renaissance, Neoclassical, Romantic, and Modern periods. ENG 109 focuses on non-Western literature, including classic and contemporary works from Asian, African, Indian, and Muslim cultures. The course emphasizes active reading, critical thinking, engaged discussion, and effective writing. Topics include characteristics of major literary genres, including epic, lyric poetry, and drama; the historical and philosophical contexts in which particular works were produced; and the influence of literature on culture. Courses may be taken out of sequence.

Upon successful completion of this course the student should be able to demonstrate achievement of:

1. Identify and describe selected works of the Western world, from Ancient Egyptian, Babylonian, and Hebraic works through Classical works of the Greeks and Romans, to works of the early Christian European medieval period, including the ability to distinguish the historical circumstances of the texts and the conventions of three major literary genres: epic, drama, and lyric poetry.

2. Recognize distinctive features of literary language, both prose and poetry, including the use of figurative language and the role of form in creating meaning; and define and employ terms specific to literary study.

3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of selected literary texts.

4. Analyze and interpret literature, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.

5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

The Norton Anthology of World Literature

Week 1 Ancient Egyptian poetry  Week 7 Oedipus Rex
Week 2 Gilgamesh epic  Week 8 Virgil’s Aeniad
Week 3 Selections from the Old Testament  Week 9 Selections from the New Testament
Week 4 Homer’s Odyssey  Week 10 Selections from Augustine’s Confessions
Week 5 Homer’s Odyssey  Week 11 Final Exam
Week 6 Midterm exam; Sappho
Title: World Literature II (ENG108)

X Amy L. Fair, Department Chair 11/04/13

Supervisor Signature and date

X Revise

Division: A & S

Reactivate

Department: Humanities

Delete

Program: Writing

Current course number ENG108

Revised Course Number ENG108

Current Course Title _____

Revised Course Title no change

Credits 3

Revised Credits 4

Lecture Hrs/Wk 3

Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk _____

Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk _____

Revised Lab Hrs/Wk no change

Practicum _____

Revised Practicum no change

Banner/Instr. Prerequisites _____

Revised Banner/Instruc. Prerequisites no change

Co-requisites _____

Revised Co-requisites no change
Reason for request:

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Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of    course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: World Literature II (ENG108)

Student need for course: this course fulfills humanities and A & L requirements.

Course Information: AA X    AAS X    AS X    Certificate ☐    Learning Skill: ☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________  

Signature/date

☐ Facility/office space/cleaning ____________  

Signature/date

☐ IT Resources reviewed ____________  

Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair ________________________________
COURSE DESCRIPTION:
The World Literature sequence introduces students to literature in translation from around the world. ENG 107 focuses on literature of the Western world, from Ancient Egyptian, Babylonian, and Hebraic works through Classical works of the Greeks and Romans, to works of the early Christian European medieval period. ENG 108 focuses on literature of the Western world, from the late Middle Ages through the Renaissance, Neoclassical, Romantic, and Modern periods. ENG 109 focuses on non-Western literature, including classic and contemporary works from Asian, African, Indian, and Muslim cultures. The course emphasizes active reading, critical thinking, engaged discussion, and effective writing. Topics include characteristics of major literary genres, including epic, lyric poetry, and drama; the historical and philosophical contexts in which particular works were produced; and the influence of literature on culture. Courses may be taken out of sequence.

LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to demonstrate achievement of:

1. Identify and describe selected works of the Western world, from the late Middle Ages through the early twentieth century, including the ability to explain the conventions of a variety of literary genres, including epic, medieval romance, drama, prose narrative, lyric poetry, autobiography, and short story.
2. Recognize distinctive features of literary language, both prose and poetry, including the use of figurative language and the role of form in creating meaning; and define and employ terms specific to literary study.
3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of selected literary texts.
4. Analyze and interpret literature, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:
1. The Norton Anthology of World Literature

COURSE OUTLINE:

Week 1  Dante's Inferno, Cantos 1-5
Week 2  Inferno, Cantos 6-16
Week 3  Inferno, Cantos 17-28
Week 4  Inferno, Cantos 29-34
Week 5  Midterm exam; selected poetry of Petrarch
Week 6  Selections from Cervantes' Don Quixote
Week 7  Sor Juana Inez de la Cruz, "Reply"
Week 8  Moliere, Tartuffe
Week 9  Ibsen, Hedda Gabler
Week 10 Akhmatova, "Requiem"; Borges, "The Garden of the Forking Paths"
Week 11 Final Exam
Title: World Literature III (ENG109)

X  Amy L. Fair, Department Chair  11/04/13
Supervisor Signature and date

X  Revise  Division:  A & S

Reactivate  Department:  Humanities

Delete  Program:  Writing

Current course number ENG109  Revised Course Number ENG109

Current Course Title  no change  Revised Course Title no change

Credits 3  Revised Credits  4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk  4

Lec /Lab Hrs/Wk  no change  Revised Lec /Lab Hrs/Wk  no change

Lab Hrs/Wk  no change  Revised Lab Hrs/Wk  no change

Practicum  no change  Revised Practicum  no change

Banner/Instr. Prerequisites  no change  Revised Banner/Instr. Prerequisites  no change

Co-requisites  no change  Revised Co-requisites  no change
Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Fall, Summer Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014

Grading Option no change Load Factor no change

Reason for request:

In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: World Literature III (ENG109)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X    AAS X    AS X    Certificate☐    Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

imon:date

☐ Facility/office space/cleaning __________

imon:date

☐ IT Resources reviewed __________

imon:date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

**Disposition:**

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<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ________________________________
Course Title: World Literature
Developed By: Dr. Jillanne Michell
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
The World Literature sequence introduces students to literature in translation from around the world. ENG 107 focuses on literature of the Western world, from Ancient Egyptian, Babylonian, and Hebraic works through Classical works of the Greeks and Romans, to works of the early Christian European medieval period. ENG 108 focuses on literature of the Western world, from the late Middle Ages through the Renaissance, Neoclassical, Romantic, and Modern periods. ENG 109 focuses on non-Western literature, including classic and contemporary works from Asian, African, Indian, and Muslim cultures. The course emphasizes active reading, critical thinking, engaged discussion, and effective writing. Topics include characteristics of major literary genres, including epic, lyric poetry, and drama; the historical and philosophical contexts in which particular works were produced; and the influence of literature on culture. Courses may be taken out of sequence.

LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to demonstrate achievement of:
1. Identify and describe selected works of the non-Western world, including classic and contemporary works from Asian, African, Indian, and Islamic cultures; and distinguish the conventions of a variety of literary genres, such as epic, drama, lyric and other forms of poetry, novel, autobiographical narrative, and short story.
2. Recognize distinctive features of literary language, both prose and poetry, including the use of figurative language and the role of form in creating meaning; and define and employ terms specific to literary study.
3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of selected literary texts.
4. Analyze and interpret literature, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS: The Norton Anthology of World Literature

COURSE OUTLINE:
Week 1 Ancient Chinese Poetry: Selections from the Book of Songs
Week 2 Confucious, Chuang Chou; T'ao Ch'ien, Li Po, Tu Fu
Week 3 Li Ch’ing-Chao, Lu Xun
Week 4 Muraski Shikibu, The Tale of Genji; selections from the Manyoshu
Week 5 Matsuo Basho, The Narrow Road of the Interior
Week 6 Midterm; Rabindranath Tagore, "Punishment"
Week 7 selections from the Ramayana and the Bhagavad-gita
Week 8 Selections from the Koran and the Thousand and One Nights
Week 9 Chinua Acheba, Things Fall Apart
Week 10 Achebe’s Things Fall Apart, continued
Week 11 Final Exam
Title: Shakespeare I (ENG201)

X _____ Amy L. Fair, Department Chair ___________________________ 11/04/13
Supervisor Signature and date

X Revise Division: A & S

☐ Reactivate Department: Humanities

☐ Delete Program: Writing

Current course number ENG201 Revised Course Number ENG201

Current Course Title ______ Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk ______ Revised Lab Hrs/Wk no change

Practicum ______ Revised Practicum no change

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites no change

Co-requisites ______ Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Shakespeare I (ENG201)

Student need for course: this course fulfills humanities and A & L requirements.

Course Information: AA X AAS X AS X Certificate☐ Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

                      Signature/date

☐ Facility/office space/cleaning ____________

                      Signature/date

☐ IT Resources reviewed ____________

                      Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair
Course Number: ENG 201
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
Recommended prerequisites: WR 095 with a minimum grade of C or appropriate placement test score, AND RD 090 with a minimum grade of C or appropriate placement test score
Load Factor: 4.0 ILCs
Activity Code: 100
CIPS: 239900

Course Title: Shakespeare
Developed By: Dr. Jillanne Michell
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
The Shakespeare sequence (ENG 201, 202, and 203) provides an introduction to Shakespeare's dramatic work and poetry. It proceeds chronologically: ENG 201 focuses on selected early comedies, tragedies, and histories; ENG 202 focuses on the sonnets as well as selected mid-career comedies and tragedies; and ENG 203 focuses on selected later tragedies and romances. Students will learn to interpret Shakespeare's work using a variety of critical strategies, including literary, historical, sociological, psychological, and philosophical approaches. They will study Shakespeare's language and poetry, including a focus on vocabulary, figurative language, and allusions. Topics include early modern ideas and attitudes about gender, sexuality, class, and identity; Shakespeare's influences and sources, both classical and contemporary; historical and contemporary conventions of drama; changing perceptions of Shakespeare through history; Elizabethan and Jacobean politics in City and Court; Shakespeare's subversion and/or support of cultural norms; and Shakespeare's representation of women and other marginalized groups. Courses may be taken out of sequence.

LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to:
1. Identify and describe selected works from Shakespeare's early-career comedies, tragedies, and history plays, along with the ability to distinguish plots, character types, themes, and generic conventions.
2. Recognize distinctive features Shakespeare's language, both prose and poetry--especially his use of metaphors, similes, and allusions--and accurately interpret that language.
3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of Shakespeare's texts.
4. Analyze and interpret Shakespeare's works, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.


COURSE OUTLINE:
Week 1 First play (for example, A Midsummer Night's Dream)
Week 2 First play continued
Week 3 Second play (for example, Romeo and Juliet)
Week 4 Second play continued
Week 5 Third play (for example, Titus Andronicus)
Week 6 Third play continued
Week 7 Fourth play (for example, Taming of the Shrew)
Week 8 Fourth play continued
Week 9 Fifth play (for example, The Merchant of Venice)
Week 10 Fifth play continued
Week 11 Final Exam
Title: Shakespeare II (ENG202)

X _____ Amy L. Fair, Department Chair  11/04/13
Supervisor Signature and date

X  Revise                  Division:  A & S

☐ Reactivate                Department:  Humanities

☐ Delete                    Program:  Writing

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Length (Wks) 11                      Revised Length (Wks) 11

Terms Offered Fall, Summer                  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Shakespeare II (ENG202)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X AAS X AS X Certificate☐ Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

  Signature/date

☐ Facility/office space/cleaning __________

  Signature/date

☐ IT Resources reviewed __________

  Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

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Curriculum Committee Chair ____________________________
Course Number: ENG 202  
Course Credit: 4  
Lecture Hours/Wk: 4  
Lab Hours/Wk: 0  
Clock Hours: 44  
Length of Course: 11 wks  
Recommended prerequisites: WR 095 with a minimum grade of C or appropriate placement test score, AND RD 090 with a minimum grade of C or appropriate placement test score  
Load Factor: 4.0 ILCs  
Activity Code: 100  
CIPS: 239900

Course Title: Shakespeare  
Developed By: Dr. Jillanne Michell  
Development Date: unknown  
Revision Date: October 2013

COURSE DESCRIPTION:
The Shakespeare sequence (ENG 201, 202, and 203) provides an introduction to Shakespeare's dramatic work and poetry. It proceeds chronologically: ENG 201 focuses on selected early comedies, tragedies, and histories; ENG 202 focuses on the sonnets as well as selected mid-career comedies and tragedies; and ENG 203 focuses on selected later tragedies and romances. Students will learn to interpret Shakespeare's work using a variety of critical strategies, including literary, historical, sociological, psychological, and philosophical approaches. They will study Shakespeare's language and poetry, including a focus on vocabulary, figurative language, and allusions. Topics include early modern ideas and attitudes about gender, sexuality, class, and identity; Shakespeare's influences and sources, both classical and contemporary; historical and contemporary conventions of drama; changing perceptions of Shakespeare through history; Elizabethan and Jacobean politics in City and Court; Shakespeare's subversion and/or support of cultural norms; and Shakespeare's representation of women and other marginalized groups. Courses may be taken out of sequence.

LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to:
1. Identify and describe selected works from Shakespeare's mid-career sonnets and selected comedies, tragedies, and/or history plays, including the ability to distinguish plots, character types, themes, and generic conventions.
2. Recognize distinctive features Shakespeare's language, both prose and poetry--especially his use of metaphors, similes, and allusions--and accurately interpret that language.
3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of Shakespeare's texts.
4. Analyze and interpret Shakespeare's works, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:
*The Norton Shakespeare, Volume 1, Early Plays and Poems; and Volume 2, Later Plays*, ed. Stephen Greenblatt

COURSE OUTLINE:
Week 1  First play (for example, As You Like It)  
Week 2  First play continued  
Week 3  Second play (for example, Richard III)  
Week 4  Second play continued  
Week 5  The Sonnets  
Week 6  The Sonnets continued  
Week 7  Third play (for example, Much Ado About Nothing)  
Week 8  Third play continued  
Week 9  Fourth play (for example, Hamlet)  
Week 10  Fourth play continued  
Week 11  Final Exam
Title: Shakespeare III (ENG203)

X Amy L. Fair, Department Chair 11/04/13

Supervisor Signature and date

X Revise Division: A & S

[] Reactivate Department: Humanities

[] Delete Program: Writing

Current course number ENG203 Revised Course Number ENG203

Current Course Title no change Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk no change Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk no change Revised Lab Hrs/Wk no change

Practicum no change Revised Practicum no change

Banner/Instr. Prerequisites no change Revised Banner/Instruc. Prerequisites no change

Co-requisites no change Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Shakespeare III (ENG203)

Student need for course: this course fulfills humanities and A & L requirements.

Course Information: AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

Cost of this course:

X  No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

  Signature/date

☐ Facility/office space/cleaning ____________

  Signature/date

☐ IT Resources reviewed ____________

  Signature/date

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair ____________________________________________________________________________
**Course Title:** Shakespeare  
**Developed By:** Dr. Jillanne Michell  
**Development Date:** unknown  
**Revision Date:** October 2013

**COURSE DESCRIPTION:**

The Shakespeare sequence (ENG 201, 202, and 203) provides an introduction to Shakespeare’s dramatic work and poetry. It proceeds chronologically: ENG 201 focuses on selected early comedies, tragedies, and histories; ENG 202 focuses on the sonnets as well as selected mid-career comedies and tragedies; and ENG 203 focuses on selected later tragedies and romances. Students will learn to interpret Shakespeare’s work using a variety of critical strategies, including literary, historical, sociological, psychological, and philosophical approaches. They will study Shakespeare’s language and poetry, including a focus on vocabulary, figurative language, and allusions. Topics include early modern ideas and attitudes about gender, sexuality, class, and identity; Shakespeare’s influences and sources, both classical and contemporary; historical and contemporary conventions of drama; changing perceptions of Shakespeare through history; Elizabethan and Jacobean politics in City and Court; Shakespeare’s subversion and/or support of cultural norms; and Shakespeare’s representation of women and other marginalized groups. Courses may be taken out of sequence.

**LEARNER OUTCOMES:**

Upon successful completion of this course the student should be able:

1. Identify and describe selected works from Shakespeare’s late-career tragedies and romances, including the ability to distinguish plots, character types, themes, and generic conventions.
2. Recognize distinctive features Shakespeare’s language, both prose and poetry—especially his use of metaphors, similes, and allusions—and accurately interpret that language.
3. Analyze and understand the cultural, historical, social, psychological, and aesthetic significance of Shakespeare’s texts.
4. Analyze and interpret Shakespeare’s works, demonstrating critical reading, thinking, writing, and speaking skills, including the ability to support interpretations with textual evidence.
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

**REQUIRED TEXT/MATERIALS:** *The Norton Shakespeare, Volume 2, Later Plays*, ed. Stephen Greenblatt

**COURSE OUTLINE:**

Week 1  
First play (for example, Measure for Measure)

Week 2  
First play continued

Week 3  
Second play (for example, Othello)

Week 4  
Second play continued

Week 5  
Third play (for example, A Winter’s Tale)

Week 6  
Third play continued

Week 7  
Fourth play (for example, King Lear)

Week 8  
Fourth play continued

Week 9  
Fifth play (for example The Tempest)

Week 10  
Fifth play continued

Week 11  
Final Exam
Title: Survey of English Literature I (ENG204)

X _____ Amy L. Fair, Department Chair ___________________________ 11/04/13

Supervisor Signature and date

X Revise Division: A & S

☐ Reactivate Department: Humanities

☐ Delete Program: Writing

Current course number ENG204 Revised Course Number ENG204

Current Course Title ______ Revised Course Title no change

Credits 3 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk ______ Revised Lab Hrs/Wk no change

Practicum ______ Revised Practicum no change

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites no change

Co-requisites ______ Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Survey of English Literature I (ENG204)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X  AAS X  AS X  Certificate□  Learning Skill:□

**Cost of this course:**

X  No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

  Signature/date

☐ Facility/office space/cleaning ____________

  Signature/date

☐ IT Resources reviewed ____________

  Signature/date

**Course impact on:**

a.  Student enrollment in other courses: N/A

b.  Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair ____________________________________________
COURSE DESCRIPTION:
This is a survey of literature, both oral and written, produced in the British Isles and then later among Native English-speaking colonists elsewhere around the globe, excluding America, from the time of the oral production of narratives to the present day. The course examines a broad range of drama, poetry and prose narratives down through the timeline as a means of impetus for interpretive analysis of the literature within its historical and cultural contexts. Particular emphasis is placed on the interaction between literature and the formation of philosophical and cultural movements. This course examines the principal works of Old English and Middle English authors, as well as a formative introduction to Renaissance authors, focusing largely on Shakespeare.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Identify and describe selected works of early British literature from the period of Anglo-Saxon settlement through the Middle Ages to the Renaissance, including the ability to distinguish the historical circumstances of the authors and works and the conventions of a variety of literary genres such as the Anglo Saxon epic, medieval Romance, and Elizabethan allegory and tragedy; define and employ terms specific to literary study in general and to the study of Anglo-Saxon, medieval, and Elizabethan English literature in particular;
2. Compare and contrast how the works were understood by their original audience and how they have been understood by subsequent audiences, and as part of this discuss enduring moral, ethical, philosophical, and/or psychological dilemmas reflected in the works;
3. Demonstrate familiarity with and knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts.
4. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:

COURSE OUTLINE:
Week 1: Anglo-Saxon poetry.
Week 2: Beowulf.
Week 3: Celtic romances.
Week 4: Arthurian Romance.
Week 5: Arthurian Romance.
Week 6: Marie de France: Lais.
Week 7: Chaucer.
Week 8: Chaucer.
Week 9: Spenser.
Week 10: Shakespeare: King Lear.
Week 11: Final Exam.
Title: Survey of English Literature II (ENG205)

X  Amy L. Fair, Department Chair  11/04/13
Supervisor Signature and date

X  Revise
Division:  A & S

Reactivate
Department:  Humanities

Delete
Program:  Writing

Current course number ENG205  Revised Course Number ENG205

Current course title no change

Credits 3  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk no change

Lab Hrs/Wk no change

Practicum no change

Banner/Instr. Prerequisites no change

Co-requisites no change
Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Fall, Summer Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Survey of English Literature II (ENG205)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X    AAS X    AS X   Certificate☐    Learning Skill:☐

**Cost of this course:**

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________
   Signature/date

☐ Facility/office space/cleaning ____________
   Signature/date

☐ IT Resources reviewed ____________
   Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

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<th>Recommendation</th>
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Curriculum Committee Chair ____________________________________________
Course Title: Survey of English Literature II  
Developed By: Gregg Smith  
Development Date: unknown  
Revision Date: October 2013

COURSE DESCRIPTION:  
This is a survey of literature, both oral and written, produced in the British Isles and then later among Native English-speaking colonists elsewhere around the globe, excluding America, from the time of the oral production of narratives to the present day. The course examines a broad range of drama, poetry and prose narratives down through the timeline as a means of impetus for interpretive analysis of the literature within its historical and cultural contexts. Particular emphasis is placed on the interaction between literature and the formation of philosophical and cultural movements. This course begins with Shakespeare and other notable authors of the period, such as Kidd and Marlowe, and extends through the Enlightenment, Romantic and Victorian periods.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Identify and describe selected works of British literature from the Renaissance and Enlightenment periods, as well as the early Romantic period, and define and employ terms specific to literary study in general and to the study of Elizabethan and Renaissance English literature in particular;
2. Compare and contrast how the works were understood by their original audience and how they have been understood by subsequent audiences, and as part of this discuss enduring moral, ethical, philosophical, and/or psychological dilemmas reflected in the works;
3. Demonstrate familiarity with and knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts;
4. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:  

COURSE OUTLINE:  
Week 1: Shakespeare: Sonnets.  
Week 2: Shakespeare: Twelfth Night.  
Week 3: Shakespeare: Macbeth.  
Week 4: Donne: poems.  
Week 5: Johnson and Lovelace.  
Week 6: Milton.  
Week 7: Swift.  
Week 8: Pope.  
Week 9: Dryden.  
Week 10: Formative introduction to the Romantics.  
Week 11: Final Exam.
Title: Survey of English Literature III (ENG206)

X ___Amy L. Fair, Department Chair ____________________________ 11/04/13
Supervisor Signature and date

X Revise               Division:  A & S

Reactivate               Department:  Humanities

Delete               Program:  Writing

Current course number ENG206               Revised Course Number ENG206

Current Course Title _____               Revised Course Title no change

Credits 3               Revised Credits  4

Lecture Hrs/Wk 3               Revised Lecture Hrs/Wk  4

Lec /Lab Hrs/Wk _____               Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk _____               Revised Lab Hrs/Wk no change

Practicum _____               Revised Practicum  no change

Banner/Instr. Prerequisites _____               Revised Banner/Instr. Prerequisites no change

Co-requisites _____               Revised Co-requisites no change
Length (Wks) 11                           Revised Length (Wks) 11

Terms Offered Fall, Summer                          Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Survey of English Literature III (ENG206)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X   AAS X   AS X   Certificate☐   Learning Skill:☐

**Cost of this course:**

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

   Signature/date

☐ Facility/office space/cleaning ____________

   Signature/date

☐ IT Resources reviewed ____________

   Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

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<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ______________________________________________________
COURSE DESCRIPTION:
This is a survey of literature, both oral and written, produced in the British Isles and then later among Native English-speaking colonists elsewhere around the globe, excluding America, from the time of the oral production of narratives to the present day. The course examines a broad range of drama, poetry and prose narratives down through the timeline as a means of impetus for interpretive analysis of the literature within its historical and cultural contexts. Particular emphasis is placed on the interaction between literature and the formation of philosophical and cultural movements. This course begins with the close of the Victorian Age, and continues to the present day, examining not only those texts produced within the confines of the British Isles, but extending also to those texts created within the colonies of the larger Empire.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Identify and describe selected works of British literature from the Romantic, Victorian and Modern periods and define and employ terms specific to literary study in general and to the study of English literature during these periods;
2. Compare and contrast how the works were understood by their original audience and how they have been understood by subsequent audiences, and as part of this discuss enduring moral, ethical, philosophical, and/or psychological dilemmas reflected in the works;
3. Demonstrate familiarity with and knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts;
4. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:

COURSE OUTLINE:
Week 1: The Romantics.
Week 2: The Romantics.
Week 3: Browning and Hopkins.
Week 4: Humorists.
Week 5: Stevenson.
Week 6: Wilde.
Week 7: Hardy.
Week 8: The War Poets.
Week 9: Eliot and Yeats.
Week 10: Beckett and the Existentialists.
Week 11: Final Exam.
Title: Mythology (ENG250)

X _____ Amy L. Fair, Department Chair ________________________________ 11/04/13
Supervisor Signature and date

X  Revise  Division: A & S

☐ Reactivate  Department: Humanities

☐ Delete  Program: Writing

Current course number ENG250  Revised Course Number ENG250

Current Course Title _____  Revised Course Title no change

Credits 3  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 4

Lec/Lab Hrs/Wk _____  Revised Lec/Lab Hrs/Wk no change

Lab Hrs/Wk _____  Revised Lab Hrs/Wk no change

Practicum _____  Revised Practicum no change

Banner/Instr. Prerequisites _____  Revised Banner/Instruc. Prerequisites no change

Co-requisites _____  Revised Co-requisites no change
Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Fall, Summer Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:

In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Mythology (ENG250)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

Signature/date

☐ Facility/office space/cleaning __________

Signature/date

☐ IT Resources reviewed __________

Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

**Disposition:**

Signature  Date  Recommendation

Curriculum Committee Chair _____________________________________________
COURSE DESCRIPTION:
This is a survey of global myth and sacred texts, with emphasis on, but not limited to, those myths emerging within the confines of early Western civilizations. The course emphasizes an understanding of both the impetus for and development of sacred stories in a particular cultural context, and also the resulting influence of myth on the social, political, psychological and philosophical development of a particular people. The course examines the dominant themes of global myth in a comparative context. The course also examines the transition of stories emerging in oral tradition to those that become later literary texts. The course emphasizes both a scholarly and multi-cultural examination of global myth.

LEARNER OUTCOMES: Upon successful completion of this course the student should be able to:
1. Demonstrate knowledge of the construction and purpose of myth, as well as analyze the cultural, social, political, psychological and philosophical impetus for the creation of myth;
2. Identify comparative cultural diversity inherent in and portrayed through myth;
3. Accurately apply the terminology relevant to the academic study of sacred texts;
4. Examine the dominant themes of global sacred texts, and demonstrate the ability to comparatively analyze them;
5. Access and evaluate both traditional and electronic sources to research information and locate professional literary criticism, and employ the MLA system of documentation, including proper format and attribution of sources in written work.

REQUIRED TEXT/MATERIALS:
World Mythology, Donna Rosenberg. 3rd ed., NTC Publishing

COURSE OUTLINE:
Week 1: Ancient Middle East.
Week 2: Gilgamesh.
Week 3: Greece.
Week 4: Greece.
Week 5: Greece.
Week 6: Indic Myth.
Week 7: Nordic Myth.
Week 8: Myths of the British Isles.
Week 9: African Myth.
Week 10: Meso-American Myth.
Week 11: Final Exam.
Title: Survey of American Literature (ENG253)

X Amy L. Fair, Department Chair 11/04/13
Supervisor Signature and date

X Revise  Division: A & S

Reactivate  Department: Humanities

Delete  Program: Writing

Current course number ENG253  Revised Course Number ENG253

Current Course Title  Revised Course Title no change

Credits 3  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk  Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk  Revised Lab Hrs/Wk no change

Practicum  Revised Practicum no change

Banner/Instr. Prerequisites  Revised Banner/Instruc. Prerequisites no change

Co-requisites  Revised Co-requisites no change
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<th>Terms Offered</th>
<th>Revised Terms Offered</th>
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<tbody>
<tr>
<td>Fall, Summer</td>
<td>no change</td>
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Proposed implementation date: Term **Fall Year 2014**

Grading Option: **no change**

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: **ATTACH NEW COURSE OUTLINE SHOWING REVISIONS**

**Cost of revision:**

- **X** No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of) **course**:

- **☐** Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

**COMPLETE -- REVISED COURSE JUSTIFICATION**
Title: Survey of American Literature (ENG253)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X AAS X AS X Certificate☐ Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ___________

   Signature/date

☐ Facility/office space/cleaning ___________

   Signature/date

☐ IT Resources reviewed ___________

   Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

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<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ________________________________________________
Course Title: Survey of American Literature I
Developed By: Gregg Smith
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
This is a survey of poetry, drama, prose writings, oral literature and historical documents beginning with the oral production of literature in the New World and extending to the present day. The course emphasizes the formation of literature and cross cultural influences within its historical context, and the interaction between literature and historical events and cultural development.

LEARNER OUTCOMES: Upon successful completion of this course the student should be:
1. familiar with and analyze the works of major and contributing authors of the period, beginning with the earliest of times, including oral narratives, and extending through the early national period. Students will examine and analyze oral literature created by both Indigenous and European peoples, as well as a variety of prose narratives ranging from short stories to letters and documents, to public speeches and a range of poetry and fictional narratives.
2. able to demonstrate the ability to identify the characteristic elements of various types of prose and poetry, including poetic and narrative types particular to specific points in the timeline, including a working vocabulary specific to the formation of drama, poetry and prose narratives.
3. familiar with and demonstrate their knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts
4. able to demonstrate their abilities as critical readers and thinkers, showing their intellectual grasp of the works under consideration through a significant body of interpretive and analytical writing throughout the course.

REQUIRED TEXT/MATERIALS:
Norton Anthology of American Literature, Vol. 1, 7th ed. (shorter version)

COURSE OUTLINE:
Week 1: Native American creation myths.
Week 2: Trickster tales and other indigenous narratives.
Week 3: Oral narratives produced by Europeans in the New World.
Week 4: Slave narratives in the New World, oral and written.
Week 5: Early fiction: Hawthorne.
Week 6: Early fiction: Irving.
Week 7: Essayists: Emerson and Thoreau.
Week 9: Significant political documents.
Week 10: The emerging voice of women: politics and literature.
Week 11: Final Exam.
Title: Survey of American Literature II (ENG254)

X _____ Amy L. Fair, Department Chair ___________________ 11/04/13
Supervisor Signature and date

X  Revise        Division:  A & S

☐ Reactivate  Department:  Humanities

☐ Delete  Program:  Writing

Current course number ENG254  Revised Course Number ENG254

Current Course Title ______  Revised Course Title no change

Credits 3  Revised Credits  4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk ______  Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk ______  Revised Lab Hrs/Wk no change

Practicum ______  Revised Practicum no change

Banner/Instr. Prerequisites ______  Revised Banner/Instruc. Prerequisites no change

Co-requisites ______  Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Survey of American Literature II (ENG254)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

**Cost of this course:**

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed __________

   Signature/date

☐ Facility/office space/cleaning __________

   Signature/date

☐ IT Resources reviewed __________

   Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ________________________________
COURSE DESCRIPTION:
This is a survey of poetry, drama, prose writings, oral literature and historical documents beginning with the oral production of literature in the New World and extending to the present day. The course emphasizes the formation of literature and cross cultural influences within its historical context, and the interaction between literature and historical events and cultural development.

LEARNER OUTCOMES: Upon successful completion of this course the student should be:
1. familiar with and analyze the works of major and contributing authors of the period, beginning with the earliest of times, including oral narratives, and extending through the early national period. Students will examine and analyze oral literature created by both Indigenous and European peoples, as well as a variety of prose narratives ranging from short stories to letters and documents, to public speeches and a range of poetry and fictional narratives.
2. able to demonstrate the ability to identify the characteristic elements of various types of prose and poetry, including poetic and narrative types particular to specific points in the timeline, including a working vocabulary specific to the formation of drama, poetry and prose narratives.
3. familiar with and demonstrate their knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts
4. able to demonstrate their abilities as critical readers and thinkers, showing their intellectual grasp of the works under consideration through a significant body of interpretive and analytical writing throughout the course.

REQUIRED TEXT/MATERIALS:
Norton Anthology of American Literature, Vol. 1, 7th ed. (shorter version)

COURSE OUTLINE:
Week 1: Humorists: Twain, et. al.
Week 2: Metaphysics: Melville.
Week 3: Metaphysics in literature.
Week 4: The Romantics.
Week 5: Romantics continued.
Week 6: American Gothic.
Week 7: Realism.
Week 8: Realism.
Week 9: Realism.
Week 10: Literature from the colonies.
Week 11: Final Exam.
Title: Survey of American Literature III (ENG255)

X _____ Amy L. Fair, Department Chair ____________________________ 11/04/13
Supervisor Signature and date

X Revise

Division: A & S

Reactivate

Department: Humanities

Delete

Program: Writing

Current course number ENG255

Revised Course Number ENG255

Current Course Title ______

Revised Course Title no change

Credits 3

Revised Credits 4

Lecture Hrs/Wk 3

Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk ______

Revised Lec /Lab Hrs/Wk no change

Lab Hrs/Wk ______

Revised Lab Hrs/Wk no change

Practicum ______

Revised Practicum no change

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites no change

Co-requisites ______ Revised Co-requisites no change
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall, Summer  Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change  Load Factor no change

Reason for request:
In an effort to better align UCC’s humanities offerings with those at the majority of 2-year and 4-year institutions in Oregon, the UCC Humanities Department is moving all writing and literature courses to four credit hours, starting in Fall 2014. This will allow students a smoother transfer to other colleges and universities, and it will allow the college to show alignment with other colleges’ focus on a more developed informational literacy component in writing courses.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:
X No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Survey of American Literature III (ENG255)

**Student need for course:** this course fulfills humanities and A & L requirements.

**Course Information:** AA X  AAS X  AS X  Certificate☐  Learning Skill:☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

  Signature/date

☐ Facility/office space/cleaning ____________

  Signature/date

☐ IT Resources reviewed ____________

  Signature/date

**Course impact on:**

a. Student enrollment in other courses: N/A

b. Current program: No change

Replacement course for: Course Number: N/A  Title: N/A

**Disposition:**

Signature  Date  Recommendation

Curriculum Committee Chair  ____________________________________________
Course Title: Survey of American Literature III
Developed By: Gregg Smith
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
This is a survey of poetry, drama, prose writings, oral literature and historical documents beginning with the oral production of literature in the New World and extending to the present day. The course emphasizes the formation of literature and cross cultural influences within its historical context, and the interaction between literature and historical events and cultural development.

LEARNER OUTCOMES: Upon successful completion of this course the student should be:
1. familiar with and analyze the works of major and contributing authors of the period, beginning with the earliest of times, including oral narratives, and extending through the early national period. Students will examine and analyze oral literature created by both Indigenous and European peoples, as well as a variety of prose narratives ranging from short stories to letters and documents, to public speeches and a range of poetry and fictional narratives.
2. able to demonstrate the ability to identify the characteristic elements of various types of prose and poetry, including poetic and narrative types particular to specific points in the timeline, including a working vocabulary specific to the formation of drama, poetry and prose narratives.
3. familiar with and demonstrate their knowledge of various literary movements and developments within their historical contexts, and how such works interact with historical and cultural contexts
4. able to demonstrate their abilities as critical readers and thinkers, showing their intellectual grasp of the works under consideration through a significant body of interpretive and analytical writing throughout the course.

REQUIRED TEXT/MATERIALS:

COURSE OUTLINE:
Week 1: Dickenson
Week 2: Porter and Fitzgerald.
Week 3: Faulkner.
Week 4: Lee
Week 5: Crane and Welty.
Week 6: Bishop and Roethke.
Week 7: Ginsbreg, et.al.
Week 8: Plath.
Week 9: Vonnegut.
Week 10: Heinlein.
Week 11: Final Exam.
UCC PROGRAM REVISION FORM – page 1 of 2

Document brought forward by: M. Joyce

X Date: November 4, 2013

Supervisor Signature:

☐ Revise Division: CTE

☐ Reactivate Program: (new name) Executive Business Assistant AAS

Old name: Administrative Assistant AAS

☐ Delete Effective for Catalog Year and Term: 2014/15, Summer

☐ Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** As per our spring advisory committee meeting, this request is being made to update the program name and to embed a required CWE component. Two courses are being removed from the program: SDP109 Elements of Supervision and OA258 Machine Transcription II. These are being replaced by six credits of CWE which will give students experience in practicing skills learned in their program of study.

**Other Program Impact:**

☑ Instructional costs (staff, materials, equipment, or facilities) are required. *No net effect.*

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

☐ Impact to other Divisions in terms of classes and staffing.

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**Disposition:**

Director of Curriculum Support

Vice President of Instruction
Program revision for: Executive Business Assistant AAS

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<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>BA180</td>
<td>Business Math</td>
</tr>
<tr>
<td>CIS120</td>
<td>Introduction to Computer</td>
</tr>
<tr>
<td>OA115</td>
<td>Administrative Office</td>
</tr>
<tr>
<td>OA116</td>
<td>Records Management</td>
</tr>
<tr>
<td>OA131</td>
<td>Ten-Key Calculator</td>
</tr>
<tr>
<td>WR121</td>
<td>English Composition –</td>
</tr>
<tr>
<td></td>
<td>Introduction to Argument</td>
</tr>
<tr>
<td>BA116</td>
<td>Principles of Financial Services</td>
</tr>
<tr>
<td>CIS125S</td>
<td>Microcomputer Applications –</td>
</tr>
<tr>
<td></td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>OA124A</td>
<td>Keyboarding Skill Enhancement</td>
</tr>
<tr>
<td>OA128</td>
<td>Editing for Business</td>
</tr>
<tr>
<td>PSY101 or SP105 or SP219</td>
<td>Psychology of Human Relations or</td>
</tr>
<tr>
<td></td>
<td>Listening or Small Group</td>
</tr>
<tr>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td>BA101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BA165</td>
<td>Customer Service</td>
</tr>
<tr>
<td>CIS125W</td>
<td>Microcomputer Applications –</td>
</tr>
<tr>
<td></td>
<td>Word Processing</td>
</tr>
<tr>
<td>OA123</td>
<td>Formatting</td>
</tr>
<tr>
<td>BA151</td>
<td>Practical Accounting I</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>CIS125E</td>
<td>Microcomputer Applications – Email</td>
</tr>
<tr>
<td>CIS125R</td>
<td>Microcomputer Applications – Presentation Software</td>
</tr>
<tr>
<td>CWE161</td>
<td>CWE Seminar I</td>
</tr>
<tr>
<td>OA201</td>
<td>Word Processing Applications</td>
</tr>
<tr>
<td>SDP109</td>
<td><em>Elements of Supervision</em></td>
</tr>
<tr>
<td>BA152</td>
<td>Practical Accounting II</td>
</tr>
<tr>
<td>BA214</td>
<td>Business Communication</td>
</tr>
<tr>
<td>BA226</td>
<td>Business Law</td>
</tr>
<tr>
<td>OA225</td>
<td>Machine Transcription I</td>
</tr>
<tr>
<td>OA245</td>
<td>Office Administration</td>
</tr>
<tr>
<td>BA218</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>CIS125D</td>
<td>Microcomputer Applications – Database</td>
</tr>
<tr>
<td>OA250</td>
<td>General Office Procedures</td>
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<tr>
<td>OA258</td>
<td><em>Machine Transcription II</em></td>
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<tr>
<td>OA260</td>
<td>Principles of Office Management</td>
</tr>
<tr>
<td>Total credits in program</td>
<td>90</td>
</tr>
</tbody>
</table>
New Program Title: Certificate in CIS

State Program Code: 15-1071

Initiator: John Blackwood

Desired starting term: Fall 2014

Degree/Certificate: Certificate

Program Description: (Attach program outcomes and initial draft curriculum):

This is a new certificate based on the first year of the new CIS degree, totaling 41 credit hours. The entire first year actually totals up to 45 credits. We removed the MTH course requirement from the CIS certificate course list because, while its completion is recommended in the first year, it can, and sometimes is, completed in the second year.

Department/Division for new Program: CIS/CTE

Anticipated Need for program (district/region): (Can attach Labor Management Information - LMI- form in this section) (include labor market data, feedback from potential analysis, survey data, industry communications, etc.):

Students sometimes complete the first year in the CIS degree program and take more than one year to complete the second year to earn the CIS AAS degree.

Adding this certificate to our offerings recognizes the student’s achievement and validates their skills learned in the first year of the program. In addition, the achievement can be placed on the student’s resume, increasing their chances of obtaining employment while continuing to attend college.

Potential interest in program (include recruitment techniques, marketing to be done, demographics to focus on, estimated enrollment for year 1 and 2):

This is a new certificate based on existing courses. Students have asked for a one-year certificate because of the reasons outlined in the ‘anticipated need’ section above. Creating this certificate as part of the new degree recognizes its need and respects their request.
Estimated Financial Impact (include budget for years 1 and 2, potential revenue, potential promotional funding, general fund requirements, equipment needs, facility/space requirements, etc.):

None.

Faculty needs (FT/PT, number, qualifications, ability to recruit):

None

Curriculum Committee Chair:

Recommendation Not recommended

Explanation:

Executive Council:

Recommendation Not recommended

Explanation:

Instructional Council:

Recommendation Not recommended

Explanation:
Name and title: CIS Certificate

X________________________________________
Supervisor Signature

1. Description of Proposed Program: A certificate made up of the first year courses of CIS AAS degree program.

   Degree □ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways) One-year CIS certificate
   Division CTE Program CIS
   Effective for Catalog Year and Term Fall 2014

2. Courses proposed for new program (attached) with course outline (forms): No new courses are needed to implement this certificate beyond the existing courses in the CIS AAS degree.

3. Program Outcomes (all courses attached)

4. Facility requirements: N/A

5. Classroom availability: N/A

6. Instructor requirements: N/A

Other Program Impact:

□ Instructional costs (staff, materials, equipment, or facilities) are required.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

Disposition: ____________________________
Signature ____________________________ Date ____________________________ Recommendation ____________________________
CIS Certificate

PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>Orientation to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 140M</td>
<td>Introduction to Microsoft Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>BA 151 or 211</td>
<td>Practical Accounting I or Principles of Accounting I</td>
<td>4 or 3</td>
</tr>
<tr>
<td>WR 121</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 133CS</td>
<td>Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 240M</td>
<td>Installing &amp; Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>WR 122</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 233CS</td>
<td>Intermediate Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 151C</td>
<td>Networking Essentials (Cisco 1)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 279M</td>
<td>Microsoft Windows Server Administration I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Introduction to DBMS</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits of Program 41 or 42
New Program Title: Junior DBA  
State Program Code: 15-1061

Initiator: Vincent Yip  
Desired starting term: Fall 2014

Degree/Certificate: Certificate

Program Description: (Attach program outcomes and initial draft curriculum):
This is a new certificate based on three existing CIS courses: CIS 233CS, CIS 275, and CIS 276.

Department/Division for new Program: CIS/CTE

Anticipated Need for program (district/region): (Can attach Labor Management Information - LMI- form in this section) (include labor market data, feedback from potential analysis, survey data, industry communications, etc.)
According to Oregon Labor Statistics (OLMIS), the total number of job openings for Database Administrators (15-1061) “is expected to grow at about the statewide average rate for all occupations through 2020.”

Link to Occupational Report for 15-1061

Potential interest in program (include recruitment techniques, marketing to be done, demographics to focus on, estimated enrollment for year 1 and 2):
The updated CIS AAS degree adds one additional programming course (CIS 233CS) to the degree. In addition, all of the core CIS degree courses will be offered in a hybrid format beginning in the Fall 2014 term. Because working professionals will now have access to our courses, we expect a slight increase in enrollment.

We will work with UCC’s Community Relations department to advertise the new CIS AAS degree and certificate programs to raise awareness. Our advisory committee already approved all of our degree changes and their awareness should also positively impact enrollment.
**Estimated Financial Impact** (include budget for years 1 and 2, potential revenue, potential promotional funding, general fund requirements, equipment needs, facility/space requirements, etc.):

None

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**Faculty needs** (FT/PT, number, qualifications, ability to recruit):

None

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**Curriculum Committee Chair:**

Recommendation: Not recommended

Explanation:

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**Executive Council:**

Recommendation: Not recommended

Explanation:

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**Instructional Council:**

Recommendation: Not recommended

Explanation:
Name and title: Junior DBA

X________________________________________
Supervisor Signature

1. Description of Proposed Program
   Degree □ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways) Pathways
   Division CTE Program CIS
   Effective for Catalog Year and Term Fall 2014

2. Courses proposed for new program (attached) with course outline (forms)

3. Program Outcomes (all courses attached)

4. Facility requirements:N/A

5. Classroom availability:N/A

6. Instructor requirements:N/A

Other Program Impact:
□ Instructional costs (staff, materials, equipment, or facilities) are required.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

Disposition:   Signature   Date   Recommendation
Curriculum Committee Chair   Vice President of Instruction
Server Administrator

PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 233CS</td>
<td>Intro to Programming II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Introduction to Database Management Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 276</td>
<td>Introduction to Database Management Systems II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits of Program 12
New Program Title: Junior Programmer   State Program Code: 15-1021

Initiator: Vincent Yip   Desired starting term: Fall 2014

Degree/Certificate: Certificate

Program Description: (Attach program outcomes and initial draft curriculum):

This is a new certificate based on three existing CIS courses: CIS 122, CIS 133CS, and CIS 233CS.

Department/Division for new Program: CIS/CTE

Anticipated Need for program (district/region): (Can attach Labor Management Information - LMI- form in this section) (include labor market data, feedback from potential analysis, survey data, industry communications, etc.)

According to Oregon Labor Statistics (OLMIS), the total number of job openings for Computer Programmers (15-1021) “is expected to grow at a somewhat faster rate than the statewide average growth rate for all occupations through 2020.”

Link to Occupational Report for 15-1021

Potential interest in program (include recruitment techniques, marketing to be done, demographics to focus on, estimated enrollment for year 1 and 2):

The updated CIS AAS degree adds one additional programming course (CIS 233CS) to the degree. In addition, all of the core CIS degree courses will be offered in a hybrid format beginning in the Fall 2014 term. Because working professionals will now have access to our courses, we expect a slight increase in enrollment.

We will work with UCC’s Community Relations department to advertise the new CIS AAS degree and certificate programs to raise awareness. Our advisory committee already approved all of our degree changes and their awareness should also positively impact enrollment.
**Estimated Financial Impact** (include budget for years 1 and 2, potential revenue, potential promotional funding, general fund requirements, equipment needs, facility/space requirements, etc.):

None

**Faculty needs** (FT/PT, number, qualifications, ability to recruit):

None

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**Curriculum Committee Chair:**

Recommendation  Not recommended

Explanation:

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**Executive Council:**

Recommendation  Not recommended

Explanation:

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**Instructional Council:**

Recommendation  Not recommended

Explanation:
Name and title: Junior Programmer

X________________________________________
Supervisor Signature

1. Description of Proposed Program
   Degree □ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways) Pathways
   Division CTE Program CIS
   Effective for Catalog Year and Term Fall 2014

2. Courses proposed for new program (attached) with course outline (forms)✓

3. Program Outcomes (all courses attached)✓

4. Facility requirements:N/A

5. Classroom availability:N/A

6. Instructor requirements:N/A

Other Program Impact:
□ Instructional costs (staff, materials, equipment, or facilities) are required.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

Disposition: ____________________________ Signature ___________ Date ____________ Recommendation ____________

Curriculum Committee Chair Vice President of Instruction
Server Administrator

PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>Orientation to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 133CS</td>
<td>Intro to Programming I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 233CS</td>
<td>Intro to Programming II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits of Program 12
New Program Title: Junior Web Developer  
State Program Code: 15-1134

Initiator: Vincent Yip  
Desired starting term: Fall 2014

Degree/Certificate: Certificate

Program Description: (Attach program outcomes and initial draft curriculum):
This is a new certificate based on three existing CIS courses: CIS 195, CIS 295, and CIS 275.

Department/Division for new Program: CIS/CTE

Anticipated Need for program (district/region): (Can attach Labor Management Information - LMI- form in this section) (include labor market data, feedback from potential analysis, survey data, industry communications, etc.)

According to Oregon Labor Statistics (OLMIS), the total number of job openings for Web Developer (15-1134) “Faster than average (20% to 28%) through 2020.”

Link to onetonline.org for 15-1134

Potential interest in program (include recruitment techniques, marketing to be done, demographics to focus on, estimated enrollment for year 1 and 2):

In the updated CIS AAS degree, all of the core CIS degree courses will be offered in a hybrid format beginning in the Fall 2014 term. Because working professionals will now have access to our courses, we expect a slight increase in enrollment.

We will work with UCC’s Community Relations department to advertise the new CIS AAS degree and certificate programs to raise awareness. Our advisory committee already approved all of our degree changes and their awareness should also positively impact enrollment.
Estimated Financial Impact (include budget for years 1 and 2, potential revenue, potential promotional funding, general fund requirements, equipment needs, facility/space requirements, etc.):

None

Faculty needs (FT/PT, number, qualifications, ability to recruit):

None

Curriculum Committee Chair:
Recommendation Not recommended
Explanation:

Executive Council:
Recommendation Not recommended
Explanation:

Instructional Council:
Recommendation Not recommended
Explanation:
Name and title: Junior Web Developer

X________________________________________
Supervisor Signature

1. Description of Proposed Program
   Degree      □ Approved by Advisory Committee (Minutes Attached):
   Certificate (options are 1 year, 2 year, pathways)  Pathways
   Division    CTE                      Program    CIS
   Effective for Catalog Year and Term Fall 2014

2. Courses proposed for new program (attached) with course outline (forms)☒

3. Program Outcomes (all courses attached)☒

4. Facility requirements:N/A

5. Classroom availability:N/A

6. Instructor requirements:N/A

Other Program Impact:

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

☐ Impact to other Divisions in terms of classes and staffing.

Disposition:       Signature          Date          Recommendation

Curriculum Committee Chair  Vice President of Instruction
PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 195</td>
<td>Authoring for the World Wide Web I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 295</td>
<td>Authoring for the World Wide Web II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Introduction to Database Management Systems I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits of Program 12
New Program Title: Server Administrator  State Program Code: 15-1071

Initiator: John Blackwood  Desired starting term: Fall 2014

Degree/Certificate: Certificate

Program Description: (Attach program outcomes and initial draft curriculum):

This is a new certificate based on four existing CIS courses: CIS 240M, CIS 279M, CIS 288M, and CIS 289M. These four courses are each mapped to Microsoft industry-based certifications based on current Microsoft Server technologies and practices.

Department/Division for new Program: CIS/CTE

Anticipated Need for program (district/region): (Can attach Labor Management Information - LMI- form in this section) (include labor market data, feedback from potential analysis, survey data, industry communications, etc.)

According to Oregon Labor Statistics (OLMIS), the total number of job openings for the Network and Computer Systems Administrators (15-1071) “is projected to be somewhat higher than the statewide average number of job openings for all occupations through 2020.”

[Link to Occupational Report for 15-1071]

Potential interest in program (include recruitment techniques, marketing to be done, demographics to focus on, estimated enrollment for year 1 and 2):

The updated CIS AAS degree adds two additional server courses (CIS 288M and CIS 289M) to the degree. In addition, all of the core CIS degree courses will be offered in a hybrid format beginning in the Fall 2014 term. Because working professionals will now have access to our courses, we expect a slight increase in enrollment.
We will work with UCC’s Community Relations department to advertise the new CIS AAS degree and certificate programs to raise awareness. Our advisory committee already approved all of our degree changes and their awareness should also positively impact enrollment.

**Estimated Financial Impact** (include budget for years 1 and 2, potential revenue, potential promotional funding, general fund requirements, equipment needs, facility/space requirements, etc.):

None

NEW CREDIT PROGRAM CONCEPT FORM – page 2 of 2

**Faculty needs** (FT/PT, number, qualifications, ability to recruit):

None

**Curriculum Committee Chair:**

Recommendation Not recommended

Explanation:

**Executive Council:**

Recommendation Not recommended

Explanation:

**Instructional Council:**

Recommendation Not recommended

Explanation:
NEW PROGRAM FORM – page 1 of 2

Name and title: Server Administrator

X________________________________________
Supervisor Signature

1. Description of Proposed Program

   Degree □ Approved by Advisory Committee (Minutes Attached):

   Certificate (options are 1 year, 2 year, pathways) Pathways

   Division CTE Program CIS

   Effective for Catalog Year and Term Fall 2014

2. Courses proposed for new program (attached) with course outline (forms)✓

3. Program Outcomes (all courses attached)✓

4. Facility requirements: N/A

5. Classroom availability: N/A

6. Instructor requirements: N/A

Other Program Impact:

□ Instructional costs (staff, materials, equipment, or facilities) are required.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

□ Impact to other Divisions in terms of classes and staffing.

Disposition: ____________________________ Signature ___________ Date ___________ Recommendation ____________________________

Curriculum Committee Chair Vice President of Instruction
Server Administrator

PROPOSED COURSES: (Attach course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 240M</td>
<td>Installing &amp; Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CIS 279M</td>
<td>Microsoft Windows Server Administration I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 288M</td>
<td>Microsoft Windows Server Administration II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 289M</td>
<td>Microsoft Windows Server Administration II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits of Program 16
The curriculum is designed to train students in a variety of modern Internet and business-oriented computer skills. Students will initially develop software and hardware problem-solving skills using programming logic and hands-on lab situations. Students will learn to efficiently use common office applications, receive practical experience with current mainstream operating systems (OS), and work with typical hardware configurations. Advanced databases (DBMS), Internet resource design (web pages & database use) systems analysis (project management), Microsoft Server management, Cisco Networking, and networking security are focal areas in the second year.

Students will also be trained in basic business procedures, accounting, and communication skills. Several of the Computer Information System (CIS) program’s classes map directly to leading industry certifications such as the Microsoft Certified Systems Administrator (MCSA) and the Cisco Certified Network Administrator (CCNA) credential. The CIS program is designed to prepare students for employment in (or for a job path leading to) any one of several career opportunities as listed by the Oregon Department of Labor. The Network and Computer Systems Administrators, Computer Support Specialist, Computer Operator, Computer and Information Systems Manager, Computer Programmer, Network Administrator, Network Systems and Communications Analyst, Internet Service Technician, and Database Administrator are among those targeted job paths or job market careers. To qualify for the A.A.S. degree you must satisfactorily complete all required courses. If you are entering the CIS degree program other than during the Fall term or desire to transfer to a four-year CS/CIS degree program, you should consult with a CIS faculty advisor as soon as possible.

Note: Completion of MTH 095 or placement scores indicating MTH 105 or higher and WR 121 or higher is required for entry into the CIS degree program.

We strongly recommend that CIS degree-seeking students have access to a personally-owned, 64-bit, Windows-based laptop with at least 6 GB of RAM, 2 TB hard disk, and other standard laptop accessories. Students can purchase Microsoft Office in the UCC bookstore at a very low, discounted student price.

Recommended Sequence of Required Courses:

Term One (Fall)
- CIS 122 Orientation to Programming 4
- CIS 140M Intro to Microsoft Operating Systems 4
- WR 121 \*English Composition 3
- BA 151 Practical Accounting I or 3/4
- BA 211 Principles of Accounting

Term Two (Winter)
- CIS 133CS Intro to Programming I 4
- CIS 240M Installing & Configuring MS Windows Server 4
- MTH 105 or higher Mathematics Elective 4
- WR 122 \*English Composition 3

Term Three (Spring)
- CIS 151C Networking Essentials (Cisco 1) 4
- CIS 233CS Intro to Programming II 4
- CIS 279M MS Windows Server Admin I 4
- CIS 275 Intro to DBMS I 4

Term Four (Fall)
- CIS 152C Introduction to Basic Routers (Cisco 2) 4
- CIS 276 Authoring for the World Wide Web I 4
- CIS 288M MS Windows Server Admin II 4

Term Five (Winter)
- CIS 153C Interm. Switching & routing (Cisco 3) 4
- CIS 284 Network Security Fundamentals 4
- CIS 289M MS Windows Server Admin III 4
- CIS 295 Authoring for the World Wide Web II 4

Term Six (Spring)
- CIS 154C Wide Area Network Protocols (Cisco 4) 4
- CIS 244 Systems Analysis and Design 4
- CIS 280 Cooperative Work Experience 2
- PSY 101 Psychology of Human Relations 3
- (or equivalent-SDP 112/SP 218)
- SP 111 Fundamentals of Public Speaking 3

CIS Elective Courses:
- CIS 125D Computer Applications-Database 3
- CIS 125E Computer Applications-Email 3
- CIS 125R Computer Applications-Presentation Softw.3
- CIS 125S Computer Applications-Spreadsheet Softw.3
- CIS 125W Computer Applications-Word Processing 3
- BA 152 Practical Accounting II 3
- BA 212 Principles of Accounting II 3
- CS 161 Computer Science I 4
- CS 162 Computer Science II 4
Title: Computer Skills - Word Processing

Supervisor Signature and date:

☐ Revise
Division: 

☐ Reactivate
Department: 

☒ Delete
Program: 

Current course number CIS 090
Revised Course Number ______

Current Course Title Computer Skills - Word Processing
Revised Course Title ______

Credits 1
Revised Credits ______

Lecture Hrs/Wk 1
Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______
Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______
Revised Lab Hrs/Wk ______

Practicum ______
Revised Practicum ______

Banner/Instr. Prerequisites ______
Revised Banner/Instruc. Prerequisites ______

Co-requisites ______
Revised Co-requisites ______
Length (Wks) 2  Revised Length (Wks) _____

Terms Offered FWS  Revised Terms Offered Not offered

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor _____

Reason for request: Course replaced by (new course) CIS 100

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: N/A

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Skills - Word Processing

Student need for course: No longer needed

Course Information: AA☐ AAS☐ AS☐ Certificate☐ Learning Skill:☐

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required.
The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

   Signature/date

☐ Facility/office space/cleaning ____________

   Signature/date

☐ IT Resources reviewed ____________

   Signature/date

Course impact on:

a. Student enrollment in other courses: Students will enroll in CIS 100, a full 3-credit course, which qualifies for financial aid.

b. Current program: None

Replacement course for: Course Number: CIS 100

Title: Introduction to Windows and Personal Computers

Disposition: Signature Date Recommendation

Curriculum Committee Chair ________________________________
COURSE OUTLINE

Course No:      CIS90T
Course Credit:  1
Clock Hours:    10
Length of Course: 2 WKS
Prerequisite: none

Course Title:   Computer Skills - Word Processing
Developed By: Nancy Nowack
Development Date: FA 98 (Originally DCS20)
Revision Date: FA 04

COURSE DESCRIPTION:

This class is intended for students who would like to become acquainted with the computer and word processing. It emphasizes how to use the computer to practice each step in the process of writing a college paper.

COURSE OBJECTIVES:

As a successful student in this course, you will become:
· familiar with the computer
· learn that the computer is user friendly,
· demonstrate a working knowledge of WordPerfect 12 for Windows.

REQUIRED TEXT/MATERIALS:

One 3 ½" Disk

OUTLINE:

Week One: Introduction to the ESB Lab: hardware, keyboard functions, software, menus. Helpful hints and overcoming the worst that can happen. Steps to pre-writing, planning, and organizing on the computer.

Week Two: Using the computer to write and revise a draft. Editing and preparing a final text.
Title: Computer Skills - File Management

Supervisor Signature and date:

☐ Revise
Division: _____

☐ Reactivate
Department: _____

☒ Delete
Program: _____

Current course number **CIS 092**
Revised Course Number _____

Current Course Title **Computer Skills - File Management**
Revised Course Title _____

Credits 1
Revised Credits _____

Lecture Hrs/Wk 1
Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk _____
Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____
Revised Lab Hrs/Wk _____

Practicum _____
Revised Practicum _____

Banner/Instr. Prerequisites _____
Revised Banner/Instruc. Prerequisites _____

Co-requisites _____
Revised Co-requisites _____
Length (Wks) 2

Terms Offered FWS

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor _____

Reason for request: Course replaced by (new course) CIS 100.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: N/A

- No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Skills - File Management

**Student need for course:** No longer needed

**Course Information:** AA ☐ AAS ☐ AS ☐ Certificate ☐ Learning Skill: ☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ____________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

Signature/date

☐ Facility/office space/cleaning ____________

Signature/date

☐ IT Resources reviewed ____________

Signature/date

**Course impact on:**

a. Student enrollment in other courses: Students will enroll in CIS 100, a full 3-credit course, which qualifies for financial aid.

b. Current program: None

Replacement course for: Course Number: **CIS 100**

Title: **Introduction to Windows and Personal Computers**

---

**Disposition:**

Signature  Date  Recommendation

Curriculum Committee Chair ____________________________
COURSE OUTLINE

Course No: CIS92T
Course Credit: 1
Clock Hours: 10
Length of Course: 2 WKS
Prerequisite: none

Course Title: Computer Skills - File Management
Developed By: Sue Goff
Development Date: FA 04

COURSE DESCRIPTION:

This course is designed to teach students file management basics. Information about disks, directory structures, folders and file organization will be covered. Students will be introduced to the UCC network structure and how to use various storage devices such as floppy drives, CD/DVD drives, zip drives, and USB drives.

COURSE OBJECTIVES:
Upon completion of this course students will be able to:

1. Organize files within disks and folders
2. Find files through navigating a file path specification
3. Find files by using the find file utility
4. Choose among various storage devices
5. Use My Computer or Windows Explore to view a file system and make changes

OUTLINE:

6. Components of a computer filing system
7. Navigating through drives and folders to find files
8. Creating folders and copying files to the folders
9. Copying, moving, renaming, and deleting files and folders
10. My Computer
11. Windows Explorer
12. Comparison of storage devices
13. Accessing the UCC I Drive
COURSE REVISION FORM - Page 1 of 2

Title: Computer Skills - Windows

Supervisor Signature and date:

☐ Revise  Division: _____

☐ Reactivate  Department: _____

☒ Delete  Program: _____

Current course number CIS 094  Revised Course Number _____

Current Course Title  Computer Skills - Windows

Revised Course Title _____

Credits 1  Revised Credits _____

Lecture Hrs/Wk 1  Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk ____  Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk ____  Revised Lab Hrs/Wk _____

Practicum ____  Revised Practicum _____

Banner/Instr. Prerequisites ____  Revised Banner/Instruc. Prerequisites _____

Co-requisites ____  Revised Co-requisites _____
Length (Wks) 2                           Revised Length (Wks) _____

Terms Offered FWS                          Revised Terms Offered Not offered

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor _____

Reason for request: Course replaced by (new course) CIS 100.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: N/A

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Skills - Windows

Student need for course: No longer needed

Course Information: AA □  AAS □  AS □  Certificate □  Learning Skill: □

Cost of this course:

□ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

□ Library resources reviewed ____________

                  Signature/date

□ Facility/office space/cleaning ____________

                  Signature/date

□ IT Resources reviewed ____________

                  Signature/date

Course impact on:

a. Student enrollment in other courses: Students will enroll in CIS 100, a full 3-credit course, which qualifies for financial aid.

b. Current program: None

Replacement course for: Course Number: CIS 100
Title: Introduction to Windows and Personal Computers

Disposition: □

Signature: ____________________________

Date: ____________________________

Recommendation: ____________________________

Curriculum Committee Chair: ____________________________
COURSE OUTLINE

Course No: CIS94T
Course Credit: 1
Clock Hours: 10
Length of Course: 2 WKS
Prerequisite: none

Course Title: Computer Skills - Windows
Developed By: Sue Goff
Development Date: FA 04

COURSE DESCRIPTION:

Introduction to the Windows Operating System for a beginner computer user. Includes computer concepts, system components, using help, menus and dialog boxes, as well as using the mouse and keyboard. Basic operating system functions such as using a Graphical User Interface and simple problem troubleshooting will also be covered.

COURSE OBJECTIVES:
Upon completion of this course students will be able to:

1. Boot/start up a computer
2. Use a computer keyboard and mouse
3. Access Windows programs
4. Execute commands in a Windows program
5. Change desktop settings and preferences
6. Troubleshoot basic problems
7. Install a program

OUTLINE:

8. Operating System Components and Functions
9. What's on the desktop and what you can do with it
10. Using the keyboard and mouse
11. How to install and use a program
12. What to do when things go wrong
Title: Computer Skills - Internet

X______________________________________________________________
Supervisor Signature and date:

☐Revise        Division: _____

☐Reactivate    Department: _____

☒Delete        Program: _____

Current course number **CIS 096**                                Revised Course Number _____

Current Course Title **Computer Skills - Internet**
Revised Course Title _____

| Credits | | Revised Credits |
|---------|------------------|
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Length (Wks) 2  Revised Length (Wks) _____

Terms Offered FWS  Revised Terms Offered Not offered

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor _____

Reason for request: Course replaced by (new course) CIS 100.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS []

Cost of revision: N/A

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.
   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Skills - Internet

Student need for course: No longer needed

Course Information: AA□ AAS□ AS□ Certificate□ Learning Skill:□

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

Signature/date

☐ Facility/office space/cleaning ____________

Signature/date

☐ IT Resources reviewed ____________

Signature/date

Course impact on:

a. Student enrollment in other courses: Students will enroll in CIS 100, a full 3-credit course, which qualifies for financial aid.

b. Current program: None

Replacement course for: Course Number: CIS 100
Title: Introduction to Windows and Personal Computers

Disposition: Signature Date Recommendation

Curriculum Committee Chair ________________________________________
COURSE OUTLINE

Course No: CIS96T
Course Credit: 1
Clock Hours: 10
Length of Course: 2 WKS
Prerequisite: none

Course Title: Computer Skills - Internet
Developed By: Sue Goff
Development Date: FA 04

COURSE DESCRIPTION:

Broad introduction to the global network know as the Internet. Emphasizes browsing the World Wide Web and using a variety of client programs including email usage. Describe methods used to protect a computer from Internet viruses and other malicious software.

COURSE OBJECTIVES:
Upon completion of this course students will be able to:

1. Describe the Internet and its various components.
2. Navigate within a browser window.
3. Create, send, and manage email documents.
4. Download and install files from the internet.
5. Know how to recognize and avoid viruses, spam, and spyware

OUTLINE:

1. Internet components - what they are and how they are used.
2. Browser Basics - navigation, bookmarks, and graphics.
3. Email Basics – composing, forwarding, attachments.
4. How to download – saving, extracting, and installing.
5. Viruses, spam, and spyware – what they are and how they can be avoided.
Title: Computer Skills - Online Research

Supervisor Signature and date:

- [ ] Revise
- [ ] Reactivate
- [x] Delete

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Current Course Title: **Computer Skills - Online Research**
Revised Course Title:  

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Length (Wks) 2  Revised Length (Wks) _____

Terms Offered FWS  Revised Terms Offered Not offered

Proposed implementation date: Term Fall Year 2014 Grading Option ______ Load Factor ______

Reason for request: Course replaced by (new course) CIS 100.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☐

Cost of revision: N/A

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Skills - Online Research

**Student need for course:** No longer needed

**Course Information:** AA ☐  AAS ☐  AS ☐  Certificate ☐  Learning Skill: ☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ____________

   Signature/Date

☐ Facility/office space/cleaning ____________

   Signature/Date

☐ IT Resources reviewed ____________

   Signature/Date

**Course impact on:**

a. Student enrollment in other courses: Students will enroll in CIS 100, a full 3-credit course, which qualifies for financial aid.

b. Current program: None

Replacement course for: Course Number: **CIS 100**

Title: **Introduction to Windows and Personal Computers**

**Disposition:**  

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Curriculum Committee Chair __________________________________________________________
# Intended Course Learner Outcomes

**Students will be able to:**

1. Articulate a basic understanding of the research process: selecting a topic area, narrowing/broadening as necessary, brainstorming important terms, searching, evaluating results (A,B,D).

2. Design effective research strategies for their electronic searches (A,C,D).

3. Select and access online resources as appropriate for their knowledge needs (A,B,C,D).

4. Evaluate online databases, websites, and emerging electronic resources for their usefulness and quality (A,B,C,D).

# Program Outcomes

<table>
<thead>
<tr>
<th>Program Outcomes</th>
<th>UCC's Learner Outcomes</th>
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<tr>
<td>Not Applicable/ matches to multiple programs, including CIS, Bridge, GED, ABSD, Continuing Education, etc.</td>
<td>A. Exhibit professional skills and standards that will lead to workplace or continued academic success (matches to course outcomes: 1,2,3,4).</td>
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<td>B. Demonstrate satisfactory academic knowledge appropriate to their educational goals (matches to course outcomes: 1,3,4).</td>
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<td>C. Demonstrate appropriate use of current technology as it relates to their programs of study (matches to course outcomes: 2,3,4).</td>
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<tr>
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<td>D. Integrate consistent lifelong learning for personal and professional development (matches to course outcomes: 1,2,3,4).</td>
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# UCC's Mission

Umpquaa Community College provides (for our communities):

- accessible… quality education;
- lifelong learning opportunities;
- workforce training.
Title: Microcomputer Systems Configuration

X______________________________________________________________

Supervisor Signature and date:

☑Revise        Division:  CTE

☐Reactivate    Department:  CIS

☐Delete       Program:  CIS

Current course number  CIS 111                         Revised Course Number  CIS 111

Current Course Title: Microcomputer Systems Configuration
Revised Course Title: Computer Systems Configuration

Credits 4                                      Revised Credits  4

Lecture Hrs/Wk  3                         Revised Lecture Hrs/Wk  3

Lec /Lab Hrs/Wk 0                       Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 3                              Revised Lab Hrs/Wk 3

Practicum _____                     Revised Practicum _____

Banner/Instr. Prerequisites: CIS 120 or Instructor’s approval.
Revised Banner/Instruc. Prerequisites: CIS 120 or Instructor’s approval.
Reason for request: Update to course name, and description:
This is an introduction to computer hardware. The course is designed to supplement the Computer Information Systems training to the extent that the student can install, configure, troubleshoot and do simple repairs of computing hardware systems. Students will be exposed to the tools and equipment used in a hardware oriented laboratory environment.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: No cost to revise the course.

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Systems Configuration

**Student need for course:** N.A.

**Course Information:** AA ☐   AAS ☑   AS ☐   Certificate ☐   Learning Skill: ☐

**Cost of this course:**

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

   Signature/date

☐ Facility/office space/cleaning ____________

   Signature/date

☐ IT Resources reviewed ____________

   Signature/date

**Course impact on:**

  a. Student enrollment in other courses: None anticipated.

  b. Current program: None

Replacement course for: Course Number: N/A   Title: N/A

_________________________  ____________________________
Disposition:                Signature                     Date

__________________________
Recommendation

Curriculum Committee Chair  ____________________________
CIS 111: Computer Systems Configuration

Course No.: CIS 111T
Credit Hours: 4
Class Hours: 33
Lab Hours: 33
Clock Hours: 66
Length of Class: 11 weeks
Prerequisites: CIS 120 or Instructor's approval

Course Description:
This is an introduction to computer hardware. The course is designed to supplement the Computer Information Systems training to the extent that the student can install, configure, troubleshoot and do simple repairs of computing hardware systems. Students will be exposed to the tools and equipment used in a hardware oriented laboratory environment.

Course Outcomes:
Upon completion of this course the student should be able to:
- Use appropriate computer terminology.
- Work safely around computers.
- Disassemble/reassemble a computer.
- Identify and troubleshoot computer the power supply and its connections.
- Install the CPU on the motherboard.
- Identify the names, purposes, and characteristics of components found on a motherboard.
- Configure a motherboard for optimal performance.
- Describe the different types of memory.
- Use industry standard diagnostic tools.
- Install and configure floppy drives.
- Install, format, and configure hard drives.
Title: Introduction to Computer Information Systems

Supervisor Signature and date:

☒ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number CIS 120  Revised Course Number CIS 120

Current Course Title: Introduction to Computer Information Systems
Revised Course Title: Introduction to Computer Information Systems

Credits 4  Revised Credits 4

Lecture Hrs/Wk 4  Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0

Practicum _____  Revised Practicum _____

Banner/Instr. Prerequisites: None
Revised Banner/Instruc. Prerequisites: None
Length (Wks) 11

Terms Offered: F,W,S,Su

Proposed implementation date: Term Fall Year 2014

Grading Option _____ Load Factor 4.0

Reason for request: Update to course description:

This course is designed as an introductory computer course for students in all fields. Course content includes an overview and history of the field, basic computer architecture, auxiliary storage and file organization, data communications, with “hands-on” work using modern business application software packages on the computer including word processing, spreadsheets, database, graphics, and communications as tools used in data processing.

Course Outcomes:

Upon completion of this course the student should be able to:

• To introduce computers and data processing for general education, business, and computer science students.

• Describe what a computer is and give examples of its use in home, business, and the educational environments.

• To introduce computer software used in business utilizing an integrated software package.

• To assist in formulating strategies for problem solving.

• Identify the components of a computer system and describe their functions.

• Use Microsoft Office (current version) applications at an intermediate proficiency.

• Define data communications & computer networks and discuss their effects on today’s society.

• Articulate terms and acronyms commonly used in computer discussions and understand methods used to learn more about computers and software.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS
Cost of revision: No cost to revise the course.

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Computer Information Systems

**Student need for course:** Offered as part of various degrees;

**Course Information:** AA☐  AAS☒  AS☐  Certificate☐  Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

    Signature/date

☐ Facility/office space/cleaning ____________

    Signature/date

☐ IT Resources reviewed ____________

    Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair _____________________________________________________
**CIS 120: Introduction to Computer Information Systems**

Course No.: CIS 120  
Credit Hours: 4  
Class Hours: 44  
Lab Hours: 0  
Clock Hours: 44  
Length of Class: 11 weeks  
Prerequisites: None

**Course Description:**  
This course is designed as an introductory computer course for students in all fields. Course content includes an overview and history of the field, basic computer architecture, auxiliary storage and file organization, data communications, with “hands-on” work using modern business application software packages on the computer including word processing, spreadsheets, database, graphics, and communications as tools used in data processing.

**Course Outcomes:**  
Upon completion of this course the student should be able to:  
- To introduce computers and data processing for general education, business, and computer science students.  
- Describe what a computer is and give examples of its use in home, business, and the educational environments.  
- To introduce computer software used in business utilizing an integrated software package.  
- To assist in formulating strategies for problem solving.  
- Identify the components of a computer system and describe their functions.  
- Use Microsoft Office (current version) applications at an intermediate proficiency.  
- Define data communications & computer networks and discuss their effects on today’s society.  
- Articulate terms and acronyms commonly used in computer discussions and understand methods used to learn more about computers and software.
Title: Introduction to Programming

X______________________________________________________________

Supervisor Signature and date:

☑Revise Division: CTE

☐Reactivate Department: CIS

☐Delete Program: CIS

Current course number CIS 122 Revised Course Number CIS 122

Current Course Title: Introduction to Programming

Revised Course Title: Orientation to Programming

Credits 4 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2 Revised Lab Hrs/Wk 2

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites: MTH 095 or equivalent; placement into WR121 or higher.

Revised Banner/Instruc. Prerequisites: MTH 095 or equivalent; placement into WR121 or higher.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Fall  Revised Terms Offered: Fall

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course name, description and outcomes:

This course is an introduction to problem solving and programming. Students will be introduced to an Integrated Development Environment, tools and techniques of problem solving, and the basic elements of well-structured programming. Visual C# or another modern programming language will be introduced.

Course Outcomes:

Upon completion of this course the student should be able to:

• Specify the differences between machine, assembler, and higher-level languages and different types of higher-level languages.

• Solve simple problems using a simple simulated machine language.

• Use pseudo code and flowcharts to plan the solutions to introductory computer information system problems.

• Plan the solutions to simple problems using the three-step process of designing the user interface, planning the properties of the objects to be used, and planning the code (using pseudo code).

• Program the solutions to simple problems using a computer and the Visual C# programming language by using the following three-step process: defining the user interface, setting the objects' properties, and writing the Visual C# code.

• Write programs that implement good programming style, including: using meaningful object and variable names, providing complete documentation; using consistent indentation of code; implementing professional user interfaces that follow shop and industry standards; and using control structures limited to the three constructs of sequence, selection, and iteration.

• Use the following objects, when appropriate, in the Visual C# solution to a problem: forms, labels, buttons, text boxes, picture boxes, radio buttons, check boxes, accept and cancel buttons, and tool tips.
• Employ a variety of techniques to test and debug Visual C# programs.
• Use constants and proper variable types including decimal, integer, and string in the Visual C# solution to a problem.
• Perform conversions in Visual C# between different variable types.
• Employ the order of operations and arithmetic operators in Visual C# Assignment statements in order to perform calculations.
• Specify the scope and lifetime of a variable based on where and how it is defined.
• Employ techniques in the Visual C# solution to a problem to programmatically test for users' data entry errors.
• Employ the If-Then-Else construct in Visual C# programs to control the flow of logic.
• Describe the degree requirements for either the CIS or Computer Science major.
• Cite specific career opportunities in the field of computers.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Orientation to Programming

**Student need for course:** Offered as part of CIS degrees.

**Course Information:** AA □ AAS □ AS □ Certificate □ Learning Skill: □

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

   Signature/date

☐ Facility/office space/cleaning ____________

   Signature/date

☐ IT Resources reviewed ____________

   Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A    Title: N/A

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**Disposition:**

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<th>Recommendation</th>
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Curriculum Committee Chair ________________________________
CIS 122: Orientation to Programming

Course No.: CIS 122
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hours: 55
Length of Class: 11 weeks
Prerequisites: MTH 095 or equivalent; placement into WR121 or higher.

Course Description:
This course is an introduction to problem solving and programming. Students will be introduced to an Integrated Development Environment, tools and techniques of problem solving, and the basic elements of well-structured programming. Visual C# or another modern programming language will be introduced.

Course Outcomes:
Upon completion of this course the student should be able to:

- Specify the differences between machine, assembler, and higher-level languages and different types of higher-level languages.
- Solve simple problems using a simple simulated machine language.
- Use pseudo code and flowcharts to plan the solutions to introductory computer information system problems.
- Plan the solutions to simple problems using the three-step process of designing the user interface, planning the properties of the objects to be used, and planning the code (using pseudo code).
- Program the solutions to simple problems using a computer and the Visual C# programming language by using the following three-step process: defining the user interface, setting the objects' properties, and writing the Visual C# code.
- Write programs that implement good programming style, including: using meaningful object and variable names, providing complete documentation; using consistent indentation of code; implementing professional user interfaces that follow shop and industry standards; and using control structures limited to the three constructs of sequence, selection, and iteration.
- Use the following objects, when appropriate, in the Visual C# solution to a problem: forms, labels, buttons, text boxes, picture boxes, radio buttons, check boxes, accept and cancel buttons, and tool tips.
- Employ a variety of techniques to test and debug Visual C# programs.
- Use constants and proper variable types including decimal, integer, and string in the Visual C# solution to a problem.
- Perform conversions in Visual C# between different variable types.
- Employ the order of operations and arithmetic operators in Visual C# Assignment statements in order to perform calculations.
• Specify the scope and lifetime of a variable based on where and how it is defined.
• Employ techniques in the Visual C# solution to a problem to programatically test for users' data entry errors.
• Employ the If-Then-Else construct in Visual C# programs to control the flow of logic.
• Describe the degree requirements for either the CIS or Computer Science major.
• Cite specific career opportunities in the field of computers.
Title: Microcomputer Application for Auto Technicians

Supervisor Signature and date: 

☑ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number CIS 125A  Revised Course Number CIS 125A

Current Course Title: Microcomputer Application for Auto Technicians
Revised Course Title: Computer Application for Auto Technicians

Credits 3  Revised Credits 3

Lecture Hrs/Wk 2  Revised Lecture Hrs/Wk 2

Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2  Revised Lab Hrs/Wk 2

Practicum _____  Revised Practicum _____

Banner/Instr. Prerequisites: Automotive major

Revised Banner/Instruc. Prerequisites: Automotive major
Proposed implementation date: Term Winter Year 2015 Grading Option _____ Load Factor 3.4

Reason for request: Update to Update to course name, description and outcomes:

This course is an introduction to computers and computer applications focused on the needs of the Automotive Tech student. Course work will include an overview of the use of computers in parts inventory, management and customer service applications. It will look at using the computer as a word processor to assist in creating professional documents in support of a small business. The course will also look at using spreadsheets as basic business management tools and as computation tools for automotive applications. A final module will cover the use of the computer as a basic communications tool to access industry supported bulletin boards and databases.

**Course Outcomes:**

Course Outcomes:

Upon completion of this course the student should be able to:

- Identify the major elements of a computer and explain their functions.
- Identify and describe the major computer applications associated with running an automotive business.
- Use a word processing application program to create an effective letter, report or special form.
- Identify the major business applications that would be best accomplish through the use of a spreadsheet. Use a spreadsheet program to accomplish one or more of these applications.
- Use a Presentation Manager to collect, organize and present information about the many aspects of the automotive service profession.
- Use the computer to access automotive related information on the Internet.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS
Cost of revision: No cost to revise the course.

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Application for Auto Technicians

**Student need for course:** Offered as part of Automotive degree.

**Course Information:** AA □  AAS □  AS □  Certificate □  Learning Skill: □

**Cost of this course:**

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ___________

  Signature/date

☐ Facility/office space/cleaning ___________

  Signature/date

☐ IT Resources reviewed ___________

  Signature/date

**Course impact on:**

a.  Student enrollment in other courses: None anticipated.

b.  Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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<th>Recommendation</th>
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Curriculum Committee Chair ____________________________________________________
CIS 125A: Computer Application for Auto Technicians

Course No.: CIS 125A
Credit Hours: 3
Class Hours: 22
Lab Hours: 22
Clock Hours: 44
Length of Class: 11 weeks
Prerequisites: Automotive major

**Course Description:**
This course is an introduction to computers and computer applications focused on the needs of the Automotive Tech student. Course work will include an overview of the use of computers in parts inventory, management and customer service applications. It will look at using the computer as a word processor to assist in creating professional documents in support of a small business. The course will also look at using spreadsheets as basic business management tools and as computation tools for automotive applications. A final module will cover the use of the computer as a basic communications tool to access industry supported bulletin boards and databases.

**Course Outcomes:**
Upon completion of this course the student should be able to:
- Identify the major elements of a computer and explain their functions.
- Identify and describe the major computer applications associated with running an automotive business.
- Use a word processing application program to create an effective letter, report or special form.
- Identify the major business applications that would be best accomplish through the use of a spreadsheet. Use a spreadsheet program to accomplish one or more of these applications.
- Use a Presentation Manager to collect, organize and present information about the many aspects of the automotive service profession.
- Use the computer to access automotive related information on the Internet.
Title: Microcomputer Applications - Database

Supervisor Signature and date:

☒ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number CIS 125D  Revised Course Number CIS 125D

Current Course Title: Microcomputer Applications - Database
Revised Course Title: Computer Applications - Database

Credits 3  Revised Credits 3

Lecture Hrs/Wk 2  Revised Lecture Hrs/Wk 2

Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2  Revised Lab Hrs/Wk 2

Practicum _____  Revised Practicum _____

Banner/Instr. Prerequisites: Keyboarding skills or instructor approval.

Revised Banner/Instruc. Prerequisites: CIS 120 or equivalent or instructor approval.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Spring  Revised Terms Offered: Spring

Proposed implementation date: Term Spring Year 2014 Grading Option _____ Load Factor 3.4

Reason for request: Update to Update to course name.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Application for Auto Technicians

**Student need for course:** Offered as part of various business division degrees and certificates; and the Microsoft Office certificate.

**Course Information:** AA [ ]  AAS [x]  AS [ ]  Certificate [x]  Learning Skill: [ ]

**Cost of this course:**
- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):
- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A
- Library resources reviewed ____________
  - Signature/date
- Facility/office space/cleaning ____________
  - Signature/date
- IT Resources reviewed ____________
  - Signature/date

**Course impact on:**
- a. Student enrollment in other courses: None anticipated.
- b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair ____________________________________________________
CIS 125D: Computer Applications - Database

Course No.: CIS 125A  
Credit Hours: 3  
Class Hours: 22  
Lab Hours: 22  
Clock Hours: 44  
Length of Class: 11 weeks  
Prerequisites: CIS 120 or equivalent or instructor approval.

Course Description:
This course will serve as an introduction to development and use of a modern database application. Course work will focus on proper design fundamentals used for database creation. Emphasis will be on using available DBMS tools for data entry forms and report generation.

Course Outcomes:
Upon completion of this course the student should be able to:

- Identify the basic components and features of a typical database management program.
- Apply fundamental DBMS design techniques when creating a database.
- Compare current database options for use as appropriate in a modern business.
- Evaluate and choose appropriate data entry tools and data manipulation techniques for normal situations.
- Plan, create, and implement standard and common reports using available DBMS tools.
- Examine, evaluate, and propose improvements to report formats and quality of data presented.
- Formulate and construct queries that will provide added value to the data held in the database.
- Organize and evaluate internal use and effectiveness of forms, queries, and reports.
Title: CIS 125E: Microcomputer Applications – Email

X______________________________
Supervisor Signature and date:

☐Revise
Division: CTE

☐Reactivate
Department: CIS

☐Delete
Program: CIS

Current course number CIS 125E
Revised Course Number CIS 125E

Current Course Title Microcomputer Applications – Email
Revised Course Title Computer Applications - Email

Credits 2
Revised Credits 2

Lecture Hrs/Wk 1
Revised Lecture Hrs/Wk 1

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2
Revised Lab Hrs/Wk 2

Practicum ______
Revised Practicum ______

Banner/Instr. Prerequisites Keyboarding skills or instructor approval.

Revised Banner/Instruc. Prerequisites Keyboarding skills or instructor approval.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall  Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 2.4

Reason for request: Update to course name and description:

This course serves as an introduction to email software. The course is lab-oriented and will focus on learning the functions of a modern email program. In addition, this course will go beyond the basics, covering concepts such as advanced message options; calendar and contact management; data files; and basic email client security.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Applications - Email

Student need for course: Offered as part of various business division degrees and certificates; and Microsoft Office certificate.

Course Information: AA □  AAS X  AS □  Certificate X  Learning Skill: □

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

☐ Library resources reviewed ___________

Signature/date

☐ Facility/office space/cleaning ___________

Signature/date

☐ IT Resources reviewed ___________

Signature/date

Course impact on:

a. Student enrollment in other courses: None

b. Current program: None

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair
CIS 125E - Microcomputer Applications – E-mail

Course Number: CIS 125#
Credit: 2
Lecture Hrs: 11
Lab Hrs: 22
Clock Hrs: 33
Length of Course: 11 wks
Prerequisites: Basic keyboarding Skills or instructor approval.

Course Description:
This course serves as a continuing introduction to computers and their applications in business. The course is lab oriented and will focus on learning the functions of a modern e-mail program. In addition, this course will go beyond the basics, covering concepts such as advanced message options, calendar and contact management, data files, and basic client security.

Prerequisite:
Basic keyboarding skills or instructor approval.

Course Credits:
2 credits; 1 lecture and 2 lab hours per week.

Course Outcomes: At the successful completion of this class, the student will be able to
Outcomes include:
* Edit how the GUI looks and functions through use of on-screen tools.
* Create and send messages.
* Read and reply to messages.
* Create, modify, or delete an out of office message.
* Forward a message.
* Attach a file to a message.
* Save an attachment to a specific location.
* Open an attachment.
* Create, edit, format, or delete a signature.
* Use advanced message options to set a sensitivity or importance level.
* Use advanced message options to request delivery and read receipts.
* Use advanced message options to receive replies at a specific address.
* Use advanced message options to delay a message's delivery.
* Create a standard or custom voting button.
* Create a digital signature.
* Send a message using encryption.
* Restrict permissions to a message.
* Search for messages.
* Create, move, or delete a mail folder.
* Remove deleted items from an e-mail data file.
* Create and implement an archive plan.
* Process messages with rules by using rule templates or by editing a rule.
* Enable or delete an existing rule.
* Create, edit, or delete a contact.
* Send a contact as an attachment.
* Save a contact received as a contact record.
* Create a contact from a message header.
* Edit, send, or create a contact from an electronic business card.
* Search for a contact or for a specific attribute relating to a contact.
* Create, schedule, mark, or delete an appointment.
* Create a one-time or recurring appointment or meeting.
* Determine when appointment or meeting attendees can meet.
* Track responses to a meeting request.
* Change, propose, accept, or update a meeting time.
* Customize a calendar by defining a work week.
* Customize a calendar by displaying multiple time zones, changing your time zone, or adding a holiday to the calendar.
* Share your calendar.
* Send calendar information via e-mail.
* Publish calendar information to Microsoft Office Online.
* View another network user's calendar.
* Subscribe to an Internet calendar.
* Create, edit, or delete a one-time or recurring task.
* Assign a task to someone else.
* Respond to an assigned task.
* Report the status of a task.
* Create, modify, or sort a color category.
* Assign or search for color categories.
* Create an e-mail data file for multiple e-mail accounts.
Title: Writing Web Pages

Revise

Division: CTE

Reactivate

Department: CIS

Delete

Program: CIS

Current course number CIS 125H
Revised Course Number CIS 125H

Current Course Title Writing Web Pages
Revised Course Title Writing Web Pages

Credits 2
Revised Credits 2

Lecture Hrs/Wk 1
Revised Lecture Hrs/Wk 1

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2
Revised Lab Hrs/Wk 2

Practicum ______
Revised Practicum ______

Banner/Instr. Prerequisites: Experience with current Windows operating systems or instructor approval.

Revised Banner/Instruc. Prerequisites: Experience with current Windows operating systems or instructor approval.
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall  Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2014  Grading Option _____  Load Factor 2.4

Reason for request: Update to course description:

This course will be an introduction to the HTML language. Students will learn to write web pages. Topics will include; HTML commands, hyperlinks, use of graphics, and a basic introduction to Javascript.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Writing Web Pages

**Student need for course:** Offered as part of various degrees.

**Course Information:** AA [ ] AAS [x] AS [ ] Certificate [ ] Learning Skill: [ ]

**Cost of this course:**

- [x] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ___ course):
- [ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:
  - [ ] Library resources reviewed __________
    
    [ ] Signature/date
  - [ ] Facility/office space/cleaning __________
    
    [ ] Signature/date
  - [ ] IT Resources reviewed __________
    
    [ ] Signature/date

**Course impact on:**

a. Student enrollment in other courses: None

b. Current program: None

Replacement course for: Course Number: N/A Title: N/A

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**Disposition:**

[ ] Signature [ ] Date [ ] Recommendation

Curriculum Committee Chair ________________________________
CIS 125H: Writing Web Pages

Course No.: CIS 125H
Credit Hours: 2
Class Hours: 11
Lab Hours: 22
Clock Hours: 33
Length of Class: 11 weeks
Prerequisites: Experience with current Windows operating systems or instructor approval.

Course Description:
This course will be an introduction to the HTML language. Students will learn to write web pages. Topics will include; HTML commands, hyperlinks, use of graphics, and a basic introduction to Javascript.

Course Outcomes:
Upon completion of this course the student should be able to:
  • Create effective Web pages;
  • Use HTML syntax, markup tags, styles, and attributes;
  • Add graphic images to Web pages;
  • Organize the material on the Web page using tables and frames.
Title: CIS 125R: Microcomputer Applications – Presentation Software

X______________________________________________________________
Supervisor Signature and date:

☑Revise Division: CTE

☐Reactivate Department: CIS

☐Delete Program: CIS

Current course number CIS 125R Revised Course Number CIS 125R

Current Course Title Microcomputer Applications – Presentation Software
Revised Course Title Computer Applications – Presentation Software

Credits 2 Revised Credits 2

Lecture Hrs/Wk 1 Revised Lecture Hrs/Wk 1

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2 Revised Lab Hrs/Wk 2

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites: None
Revised Banner/Instruc. Prerequisites: Keyboarding skills or instructor approval.
Reason for request: Update to course name and description:

This course will serve as an introduction to presentation software. The course is lab-oriented and will focus on using a modern presentation software application to create, modify, customize, and preview slide show presentations. Students will manage presentations, work with text and visual elements; manipulate program features to enhance slide shows; import and export files from Microsoft Word and Excel, and use sound and video clips in presentations; and create hyperlinks to other slides, presentations, applications, or the Internet. Students will learn to implement design principles to create professional-looking presentations.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost

☑️ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Applications – Presentation Software

Student need for course: Offered as part of business division degrees and certificates; and the Microsoft Office certificate.

Course Information: AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

Cost of this course:
☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):
☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:
☐ Library resources reviewed ____________

Signature/date
☐ Facility/office space/cleaning ____________

Signature/date
☐ IT Resources reviewed ____________

Signature/date

Course impact on:

a. Student enrollment in other courses: None

b. Current program: None

Replacement course for: Course Number: N/A Title: N/A

Disposition:  Signature Date Recommendation

Curriculum Committee Chair __________________________________________
CIS 125R - Microcomputer Applications – Presentation Software

Course Number: CIS 125R
Credit: 2
Lecture Hrs: 11
Lab Hrs: 22
Clock Hrs: 33
Length of Course: 11 wks
Prerequisites: Basic keyboarding Skills or instructor approval.

Course Description:
This course will serve as an introduction to presentation software. This course is lab-oriented and will focus on using a modern presentation software application to create, modify, customize and preview slide show presentations. Students will manage documents, work with text, visual elements, and program features that enhance slide shows. Import and export of files from Microsoft Word and Excel, and the use of sound or video clips are explored. Create hyperlinks to other slides, presentations, applications, or the Internet. Design principles are applied to create professional-looking presentations.

Prerequisite:
Basic keyboarding skills or instructor approval.

Course Credits:
2 credits; 1 lecture and 2 lab hours per week.

Course Outcomes: At the successful completion of this class, the student will be able to:
* Use menus to create and modify a presentation.
* Copy, move, delete, format, and print presentation slides and notes.
* Insert, edit, format, or delete a background and theme.
* Insert, edit, format, or delete animations and transition affects.
* Insert, edit, format, or delete a basic table into or from a presentation.
* Insert, edit, format, or delete a table with special effects.
* Insert, edit, format, or delete a chart.
* Insert, edit, format, or delete art.
* Insert, edit, format, or delete pictures, video, or shapes.
* Finalize a presentation for sharing and security.
* Share a finalized presentation.
* Protect a shared presentation.
* Create and edit digital signatures.
* Insert, edit, format or delete comments.
* Prepare a presentation for delivery, including handouts, email, via slideshow, or CD/DVD.
Title: Office Applications – Spreadsheet

X______________________________________________________________
Supervisor Signature and date:

☐Revise        Division:  CTE

☐Reactivate     Department:  CIS

☐Delete        Program:  CIS

Current course number CIS 125S                         Revised Course Number CIS 125S

Current Course Title: Office Applications – Spreadsheet
Revised Course Title: Computer Applications – Spreadsheet Software

Credits 3                                      Revised Credits  3

Lecture Hrs/Wk 2                         Revised Lecture Hrs/Wk  2

Lec /Lab Hrs/Wk 0                       Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                              Revised Lab Hrs/Wk 2

Practicum _____                          Revised Practicum _____

Banner/Instr. Prerequisites: CIS 120 or instructor approval
Revised Banner/Instruc. Prerequisites: CIS 120 or instructor approval.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

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<td>Winter</td>
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Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 3.4

Reason for request: Update to course name and description:

This course is a continuation of topics covered in CIS 120. This course is lab-oriented and will focus on the functions of a modern spreadsheet program. In addition, advanced formulas and functions, data presentation, and data management features of an integrated suite will be covered.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Applications – Spreadsheet Software

Student need for course: Offered as part of various business division degrees and certificates; and the Microsoft Office certificate.

Course Information: AA  AAS  AS  Certificate  Learning Skill:

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

    Signature/date

☐ Facility/office space/cleaning ____________

    Signature/date

☐ IT Resources reviewed ____________

    Signature/date

Course impact on:

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

Disposition:  Signature  Date  Recommendation

Curriculum Committee Chair
Office Applications - Spreadsheets

Course Number: **CIS 125S**  
Credits: 3  
Class Hrs: 2  
Lab Hrs: 2  
Clock Hrs: 44  
Length of Course (wks): 11  
Prerequisites: Keyboarding skills or instructor approval

**Course Description:**  
This course is a continuation of topics introduced in CIS120. This course is lab-oriented and will focus on more advanced uses and functions of a modern spreadsheet program. In addition, business graphics and data management features of an integrated suite will be covered.

**Learner Outcomes:**  
At the successful completion of this class, the student will be able to

- Identify and define basic terms and parts of a spreadsheet.  
- Create a basic worksheet for standard business purposes.  
- Apply appropriate formatting to cells and their contents.  
- Create accurate formulas to calculate directed and anticipated output needs.  
- Use commonly used functions to extend the usability of a worksheet.  
- Apply time-saving methods such as copying formulas and grouping worksheets while demonstrating understanding and value of three-dimensional spreadsheet design.  
- Find and apply more complex functions as warranted to create user-friendly worksheets and templates.  
- Demonstrate effective use of typical business mathematics and understand order of operations as it affects calculations.  
- Apply learned techniques to duplicate printed spreadsheet examples in layout and formulas.  
- Demonstrate the ability to create stand-alone graphs and charts that illuminate trends and composition of important numerical data collections.  
- Have experience using several data handling tools such as goal seeking, sorting, filtering, and creation of pivot tables to increase the spreadsheet data value to its owner.  
- Demonstrate understanding of the importance of consistent layout and standard documentation techniques as it applies to workbook printouts, maintenance, and use.
Course Objectives for Instructors:

- Present basic terminology and methods for navigating worksheets.
- Illustrate the three types of cell contents (text, values, and formulas) and the default formats applied to them.
- Introduce basic mathematic symbols used in calculations and formulas.
- Clarify and stress the importance of order of operations in formulas.
- Expand basic math formulas into use of spreadsheet functions where appropriate.
- Stress the importance of planned, consistent layouts to success with spreadsheets.
- Prepare and deliver exercises in which students apply techniques, sheet layouts, & concepts
- Prepare and deliver exercises in which students use basic formulas and those enhanced with built in functions.
- Test students to analyze printed worksheets for content, specifically layout, formatting, and probable formula areas
- Illustrate and guide students in use of complex functions that can be used to enhance spreadsheet value and uses.
- Show examples of proper formatting of numbers, text, and labels.
- Stress importance of complete information with charts and graphs (what, when, where, why, whose data?) accomplished with proper titles, units, axis labels, etc. Give examples and practice situations.
- Give as much hands-on experience as possible with active labs and activities that supplement presented materials and support assignments to be completed outside class time.

Course Content:

I. Introduction to spreadsheets
   a. Terminology
   b. Movement within a spreadsheet
   c. Entering and editing data (text, values, & formulas)
   d. Clarification of relationship between cell content and format
   e. Saving, retrieving, and printing worksheets

II. Review of appropriate math concepts
    a. Mathematical operators used in spreadsheet formulas
    b. Mathematics in formulas (order of operations)
    c. Stress concepts that pertain to use of variables and use of constant values
    d. Emphasis on understanding expected outcomes critical in checking correct formulas

III. Typical tasks done during spreadsheet creation
    a. Initial overview of task, sketch layout proposal, isolation and clarification of important calculations
    b. Creating consistent layout(s) prior to data entry
    c. Test data and calculator check results with “easy” numbers
    d. Copying & moving cell contents
    e. Row/column adjustments (width & height)
    f. Insertion & deletion of rows and columns
    g. Formatting cells, ranges, and worksheets

IV. Using spreadsheet features to help make design efficient
    a. Functions (common, statistical, database, and lookup)
b. Relative and absolute cell addressing to simplify formulas
c. Relating worksheets to existing reports to supplement and enhance them

V. Basic format issues
a. Illustration of proper and improper business number formats
b. Use of borders and shading to make important data stand out on the worksheet
c. Use of color and font attributes to highlight points of interest.
d. Format as a finishing touch that doesn’t excuse poor layout or incorrect formulas.

VI. Data display enhancements
a. Charts & graphs
b. Essential components to all printed reports and graphs.
c. Awareness of user’s purpose for the spreadsheet which drives the type of results display

VII. Advanced techniques to make spreadsheets useful in more complicated systems
a. Three dimensional (3D) spreadsheet concepts and applications
b. Formula variations with 3D spreadsheets
c. Use of reference sheets reserved for constants.
d. Naming of cells and ranges used to create self-documenting formulas
e. *If* function and conditional formatting
f. *Lookup* function

VIII. Coverage of additional tools available to enhance spreadsheet
a. Sorting data ranges
b. Goal seeking and playing “what if?”
c. Filtering data by columns/fields
d. Creation and uses of pivot tables
e. Use of functions that allow dynamic sheet formulas to work (for example: referencing the current active cell for a formula to include or use)

IX. Extensive practice with all techniques and tools presented in various projects and exercises throughout the term.

Course Outline:
Week 1: Introduction; terminology; movement.
Week 2: Entering and editing data; relationships; saving; retrieving; printing.
Week 3: Review of math concepts; operators used in spreadsheet formulas; order of operations; variables and constant values; expected outcomes; and checking formulas.
Week 4: Overview of task; layout proposal; isolation and clarification of important calculations; consistency; test data and calculator checks; copying and moving cell contents; row/column adjustments; insertion and deletion of rows and columns; formatting cells, ranges, and worksheets.
Week 5: Efficient design; functions; relative and absolute cell addressing; relating worksheets to existing reports.
Week 6: Basic format issues; illustration of proper number formats; use of borders and shading; use of color and fonts.
Week 7: Charts and graphs; essential components to all printed reports and graphs; awareness of user's purpose for spreadsheet.
Week 8: 3-D spreadsheet concepts and applications; formula variations with 3D spreadsheets; use of reference sheets reserved for constants; naming cells and ranges used to create self-documenting formulas; *If* function and conditional formatting; *Lookup* function.
Week 9: Sorting data ranges; goal seeking and playing "what if"; filtering; pivot tables; use of functions that allow dynamic sheet formulas to work.
Week 10: Concept integration, practice, and projects.
Title: Microcomputer Applications - Word Processing

X______________________________________________________________
Supervisor Signature and date:

☐Revise        Division:  CTE

☐Reactivate    Department:  CIS

☐Delete        Program:  CIS

Current course number CIS 125W                         Revised Course Number CIS 125W

Current Course Title: Microcomputer Applications – Word Processing
Revised Course Title: Computer Applications – Word Processing Software

Credits 3                                      Revised Credits 3

Lecture Hrs/Wk 2                         Revised Lecture Hrs/Wk 2

Lec /Lab Hrs/Wk 0                       Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                             Revised Lab Hrs/Wk 2

Practicum _______                     Revised Practicum _______

Banner/Instr. Prerequisites: Keyboarding skills or instructor approval.
Revised Banner/Instruc. Prerequisites: Keyboarding skills or instructor approval.
Co-requisites None            Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11           Revised Length (Wks) 11

Terms Offered: Spring     Revised Terms Offered: Spring

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 3.4

Reason for request: Update to course name and description:

This course will serve as an introduction to a modern word processing program. The course is lab-oriented and will focus on creating professional business documents. Topics will include basic application and file management techniques; creation and management of formatted business documentation; collaboration and integration techniques; and referencing skill.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

**Cost of revision:** No cost to revise the course.

☑️ No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Computer Applications – Word Processing Software

**Student need for course:** Offered as part of business division degrees and certificates; and the Microsoft Office certificate.

**Course Information:** AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ___________

  Signature/date

☐ Facility/office space/cleaning ___________

  Signature/date

☐ IT Resources reviewed ___________

  Signature/date

**Course impact on:**

  a. Student enrollment in other courses: None anticipated.

  b. Current program: None

Replacement course for: Course Number: N/A Title: N/A

**Disposition:**

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Curriculum Committee Chair __________________________________________
CIS 125W: Microcomputer Applications Word Processing

Course Description:
This course will serve as an introduction to microcomputers and their applications in business. The course is lab-oriented and will focus on using a modern word processor. Terminology and concepts regarding microcomputers and their peripherals will also be covered. Emphasis is placed on developing confidence in use of computer hardware and software.

Course Prerequisites:
Basic keyboarding skills.

Course Credits:
3 credits; 2 lecture, 2 lecture/lab hours per week.

Course Outcomes:
Students who successfully complete this course will be able to:

- List basic microcomputer capabilities and limitations.
- Define common terms related to microcomputers and data processing.
- List and describe features of common peripheral devices associated with microcomputers.
- Load programs or files from diskette or hard disk, operate the program, and use an associated printer.
Title: Introduction to Operating Systems

X______________________________________________________________
Supervisor Signature and date:

☒Revise Division: CTE

☐Reactivate Department: CIS

☐Delete Program: CIS

Current course number CIS 140M               Revised Course Number CIS 140M

Current Course Title: Introduction to Operating Systems
Revised Course Title: Introduction to Microsoft Operating Systems

Credits 4                                      Revised Credits 4

Lecture Hrs/Wk 3                                Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0                               Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                                    Revised Lab Hrs/Wk 2

Practicum _____                                Revised Practicum _____

Banner/Instr. Prerequisites: CIS 120 or instructor approval.
Revised Banner/Instruc. Prerequisites: CIS 120 or instructor approval.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Winter  Revised Terms Offered: Fall

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course name and description:

This course is a lab-oriented study of Microsoft desktop operating systems and prepares students for a Microsoft industry-based desktop certification.

Topics include installation, management, and administration techniques as well as troubleshooting and optimization techniques using physical and virtual machine technology.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

    The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Microsoft Operating Systems

**Student need for course:** Offered as part of CIS and business division degrees.

**Course Information:** AA ☐  AAS ☑  AS ☐  Certificate ☐  Learning Skill: ☐

**Cost of this course:**

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

    Signature/date

☐ Facility/office space/cleaning ____________

    Signature/date

☐ IT Resources reviewed ____________

    Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair ________________________________
CIS 140M – Introduction to Operating Systems

Course No.: CIS 140M
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hours: 55
Length of Class: 11 weeks
Prerequisites: CIS 120 or instructor approval

Course Description:
A hands-on study of current Microsoft operating systems (OS) which prepares students for an industry-based certification such as the Microsoft MCP. The course includes the installation and administration of a desktop operating system as well as management, troubleshooting, and optimizing techniques.

Course Outcomes:
Upon completion of this course the student should be able to:
- Understand and differentiate between current Microsoft desktop operating systems.
- Install a Windows OS on a physical and virtual computer.
- Know how to format a disk using FAT and/or NTFS file systems.
- Ability to install common desktop system hardware such as mouse, keyboard, and printer.
- Configure Windows for common usage and customize using the Control Panel.
- Connect a Windows system to a wired and wireless network.
- Understand IPv4 and IPv6 addressing and how to create subnets.
- Share files and folders using Sharing and NTFS permissions.
- Install common applications.
- Manage and monitor Windows performance using OS utilities.
- Configure Windows for use in a Workgroup.
- Secure Windows through use of user accounts, firewalls, group policy, and other tools.
- Differentiate between desktop and mobile computers and provide support for each.
Title: Networking Essentials

Supervisor Signature and date:

☑ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number CIS 151C  Revised Course Number CIS 151C

Current Course Title: Introduction to Windows
Revised Course Title: Networking Essentials

Credits 4  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2  Revised Lab Hrs/Wk 2

Practicum ____  Revised Practicum ____

Banner/Instr. Prerequisites: CIS 120 or instructor approval.

Revised Banner/Instruc. Prerequisites: CIS 120 or instructor approval.

Co-requisites None  Revised Co-requisites None
Proposed implementation date: Term Fall Year 2014 Grading Option ______ Load Factor 4.4

Reason for request: Update to course name and description:

This course is serves as an introduction to networking and Cisco networking technologies.

Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local-area networks (LANS), wide-area networks (WANS), the Open System Interconnection (OSI) and TCP/IP models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards.

Emphasis is applied to the use of decision-making and problem-solving techniques to resolve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools and equipment and applicable safety, building, and environmental codes and regulations.

This is the first of a four-course sequence that prepares students for the CCNA (Cisco Certified Network Administrator) certification.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Networking Essentials

**Student need for course:** Offered as part of CIS degree and Cisco Network Administrator certificate.

**Course Information:** AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

**Cost of this course:**
- ☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):
- ☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A
- ☐ Library resources reviewed ____________
  
  Signature/date

- ☐ Facility/office space/cleaning ____________
  
  Signature/date

- ☐ IT Resources reviewed ____________
  
  Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

**Replacement course for:** Course Number: N/A   Title: N/A

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**Disposition:***  

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Curriculum Committee Chair ____________________________________________
CIS 151C - Networking Essentials

Course Number: CIS 151C
Credit/Clock Hrs: 4
Class Hrs: 3
Lab/Online Hrs: 2
Clock Hrs: 44
Length of Course (Wks): 10
Prerequisites: CIS 120 or instructor approval.

Course Description:
This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. This is the first of a four course sequence that prepares students for an industry certification such as the CCNA (Cisco Certified Network Administrator).

Course Outcomes:
Upon completion of this course, students should be able to:

- Ability to identify and describe the functions of each layer of the OSI reference model including devices used at each layer.
- Ability to describe data link and network addresses along with key differences between them.
- Ability to distinguish between classes of IP addresses and calculate subnets.
- Ability to define and explain data encapsulation.
- Ability to identify functions of the TCP/IP network-layer protocols.
- Ability to make different types of cables.
- Ability to install and terminate telecommunications outlet.
- Ability to punch-down a patch panel.

Course Outline:
Cisco provides the outline for this class and changes it as needed. The current outline consists of the following topics:

- Module 1: Introduction to Networking
- Module 2: Networking Fundamentals
- Module 3: Networking Media
- Module 4: Cable Testing
- Module 5: Cabling LANs & WANs
- Module 6: Ethernet Fundamentals
- Module 7: Ethernet Technologies
• Module 8: Ethernet Switching
• Module 9: TCP/IP Protocol Suite & IP Addressing
• Module 10: Routing Fundamentals & Subnets
• Module 11: TCP/IP Transport & Application Layer
Title: Introduction to Basic Routers

X______________________________________________________________

Supervisor Signature and date:

☐Revise Division: CTE

☐Reactivate Department: CIS

☐Delete Program: CIS

Current course number **CIS 152C** Revised Course Number **CIS 152C**

Current Course Title: Introduction to Basic Routers

Revised Course Title: **Introduction to Basic Switching and Routers**

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Banner/Instr. Prerequisites: **CIS 151C or instructor approval**.

Revised Banner/Instruc. Prerequisites: **CIS 151C or instructor approval**.

Co-requisites **None** Revised Co-requisites **None**
Proposed implementation date: Term Fall Year 2014 Grading Option ______ Load Factor 4.4

Reason for request: Update to course name and description:

This course serves as the second in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies. Instruction includes, but is not limited to, logical and physical network models, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, switches, switch configuration, routers, router configuration, routing and routing protocols, switch and router image management, and network troubleshooting.

Emphasis is applied to understanding the nature of and components of networks that make up LANs, WANs and the Internet. Students will become familiar with the use of command-line tools and protocols used to configure network devices, and will learn how to troubleshoot a switch- and router-based network topology.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

**Cost of revision:** No cost to revise the course.

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Basic Switching and Routers

**Student need for course:** Offered as part of CIS degree and Cisco Networking Administrator certificate.

**Course Information:** AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed _____________

                      Signature/date

☐ Facility/office space/cleaning _____________

                      Signature/date

☐ IT Resources reviewed _____________

                      Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair ________________________________
CIS 152 - Introduction to Basic Routers

Course Number: CIS 152C
Credits: 4
Lecture Hrs: 3
Lab Hrs (Lab and Online): 2
Length of Course (Wks): 11
Clock Hrs: 44
Prerequisites: Successful completion of CIS 151 or instructor approval.

Course Description:
The second course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, the Open System Interconnection (OSI) Reference Model, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internetwork operating system (IOS) images and network troubleshooting. Particular emphasis is given to understanding the nature of and component of networks that make up LANs, WANs and the Internet. Students will become familiar with the use of command protocols that are used when configuring networks and will learn how to troubleshoot a 5-router topology.

Course Outcomes:
At the successful completion of this class, the student will be able to
- Define the use and role of routers in WANs.
- Recognize the standard interface prompts of a router’s command line interface.
- Apply Cisco IOS commands at the appropriate router interface to show setup information.
- Configure a Cisco router for use in a WAN situation.
- Explain and appraise various router file management techniques.
- Define and employ RIP and IGRP routing protocols on a Cisco router.
- Recognize TCP/IP error and control messages.
- Assess and correct basic router errors.
- Utilize standard techniques to identify, classify, and correct common WAN problems.
- Identify and be able to employ ACLs (Access Control Lists).
Course Content:

I. WANs and Routers
   WAN characteristics & devices
   Routers & Networks

II. Introduction to Routers
   Operating Cisco IOS software
   Starting routers and accessing the interface

III. Configuring a Router
   CLI commands
   configuring names & passwords
   configuring serial and Ethernet interfaces
   Saving and finishing configuration

IV. Router Discovery Process
   CDP, implementation, monitoring, and maintenance
   troubleshooting

V. Managing Cisco IOS Software
   Overview
   Boot processes
   Configuration
   Cisco file management
   IOS images

VI. Routing and Routing Protocols
   Static routing (understanding, configuring, verifying, & troubleshooting)
   Dynamic routing (protocols, purpose, class identification, distance vector, link-state)
   Routing protocols overview (path determination, configuration, protocols, IGP vs EGP)

VII. Distance Vector Routing Protocols
   Updates, loop issues, counts, split horizon, route poisoning, hold-down timers
   RIP configuration, common issues, ip classless command, verifying configuration, troubleshooting
   IGRP features, metrics, routes, stability

VIII. TCP/IP Suite Error and Control Messages
   TCP/IP error messages, ICMP, ping, echo
   Control messages, clock synchronization, router discovery, congestion and flow control

IX. Basic Router Troubleshooting
   Routing table examinations, gateway, route source, metric, admin distance
   Network testing, testing by OSI layers, layer 1 indicators, layer 3 ping, layer 7 using Telnet
   Troubleshooting overview using show interface, show cdp, traceroute, show controllers serial

X. Intermediate TCP/IP
   Operation, synchronization, DoS attacks, windowing, sequencing, ACK, UDP operation
   Overview of Transport Layer Ports
   clients, services, multiple sessions
XI. Access Control Lists (ACLs)
  Fundamentals
  Standard, Extended, Named, Placement
Title: Intermediate Routing & Switching

Supervisor Signature and date:

☐ Revise Division: CTE

☐ Reactivate Department: CIS

☐ Delete Program: CIS

Current course number CIS 152C Revised Course Number CIS 152C

Current Course Title: Intermediate Routing & Switching
Revised Course Title: Intermediate Routing & Switching

Credits 4 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2 Revised Lab Hrs/Wk 2

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites: CIS 152C or instructor approval.

Revised Banner/Instruc. Prerequisites: CIS 152C or instructor approval.

Co-requisites None Revised Co-requisites None
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Winter  Revised Terms Offered: Winter

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course description:

This course serves as the third in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies.

Instruction includes, but is not limited to, a review of logical and physical reference models, local area network (LAN) switching and routing, Ethernet and virtual LANS (VLANs), LAN design, routing and switching protocols, router and switch image management, and network troubleshooting techniques.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

**Cost of revision:** No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

   The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Intermediate Routing & Switching

Student need for course: Offered as part of CIS degree and Cisco Networking Administrator certificate.

Course Information: AA□ AAS☒ AS□ Certificate☒ Learning Skill:☐

Cost of this course:
☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):
☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A
☐ Library resources reviewed __________

Signature/date

☐ Facility/office space/cleaning __________

Signature/date

☐ IT Resources reviewed __________

Signature/date

Course impact on:

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A Title: N/A

Disposition: ___________________________ Signature: ___________________________ Date: ___________________________ Recommendation: ___________________________

Curriculum Committee Chair ___________________________
CIS 153C - Intermediate Routing & Switching

Course Number: CIS 153C  
Credit/Clock Hrs: 4  
Lecture Hrs: 33  
Lab Hrs (Online): 22  
Length of Course (Wks): 11

**Prerequisites:** Successful completion of CIS 152C or instructor approval.

**COURSE DESCRIPTION:**
This course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction, includes, but is not limited to: a review of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), and network management. Particular emphasis is given to students being able to demonstrate the ability to apply learnings from Semesters 1 and 2 to a network and to be able to explain how and why a particular strategy is employed. In addition, the student will learn appropriate methodologies for managing networks, with emphasis placed on clear and adequate documentation of the Network.

**COURSE OUTCOMES:**
- OSI layer review.
- Routing and Routing protocols.
- LAN communication problems.
- VLANs architecture, benefits, and implementation.
- LAN design goals and methodology.
- Routing protocols selection and operation fine-tuning.
- Understanding Access Control Lists (ACL), naming, configurations, standard and extended ACLs.
- Organize a threaded case study for the designated local area network.
- Network management (documentation, security, environment, performance, administration, & troubleshooting).
Title: Wide Area Network Protocols

X______________________________________________________________

Supervisor Signature and date:

☒Revise        Division: CTE

☐Reactivate    Department: CIS

☐Delete       Program: CIS

Current course number CIS 153C     Revised Course Number CIS 153C

Current Course Title: Wide Area Network Protocols
Revised Course Title: Wide Area Network Protocols

Credits 4                                      Revised Credits  4

Lecture Hrs/Wk 3                         Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0                       Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                              Revised Lab Hrs/Wk 2

Practicum _____                         Revised Practicum _____

Banner/Instr. Prerequisites: CIS 153C or instructor approval.

Revised Banner/Instruc. Prerequisites: CIS 153C or instructor approval.

Co-requisites None                    Revised Co-requisites None
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Spring  Revised Terms Offered: Spring

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course description:

This course serves as the last course in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies.

Instruction, includes, but is not limited to, a review of local area network (LAN) switching, virtual LANs, LAN design, routing protocols, access control lists, wide area networks (WANs), logical and physical reference models, device management, and WAN protocols.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Wide Area Network Protocols

**Student need for course:** Offered as part of CIS degree and Cisco Networking Administrator certificate.

**Course Information:** AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

    Signature/date

☐ Facility/office space/cleaning ____________

    Signature/date

☐ IT Resources reviewed ____________

    Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A   Title: N/A

<table>
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<th>Disposition:</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair ____________________________________________
CIS 154C - Wide Area Network Protocols

Course Number: CIS 154C
Credit/Clock Hrs: 4
Lecture Hrs: 33
Lab Hrs (Online): 22
Length of Course (Wks): 11

Prerequisites: Successful completion of CIS 153C or instructor approval.

COURSE DESCRIPTION:
This course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction, includes, but is not limited to, a review of local area network (LAN) switching, virtual LANs, LAN design, routing protocols, access lists, wide area networks (WANs), the open system interconnection (OSI) reference model, networking, point-to-point protocols (PPP), frame relay, and network management. In addition, the student will prepare for the CCNA Exam.

COURSE OUTCOMES:
- Review LAN Switching, Design Topologies, Requirements, and Routing Protocols of VLANs.
- Review use of ACLs and IPX Routing Protocols.
- WAN Technologies and Devices.
- WANs and the OSI (Encapsulation and Link Options).
- WAN Communication and Design.
- Networking Capabilities.
- Point-to-Point Protocols (definition, session establishment, and authentication).
- Frame Relay Technology and Link Management Interface (LMI) Features.
- Frame Relay Subinterfaces and Basic Configuration.
- Network Management (Monitoring & Troubleshooting).
- CCNA Exam Preparation (optional).
COURSE CONTENT:

I. Review materials from first three semesters
   Advantages of LAN switching
   Benefits of Virtual LANs
   LAN Design topologies and requirements
   Selection of Routing protocols and use of Access Lists
   IPX Routing protocols

II. WANs
    WAN technologies and devices
    WANs and the OSI (Encapsulation)
    WAN link options

III. WAN Design
    WAN communications & design
    Networking capabilities

IV. Point-to-Point Protocol (PPP)
    Definition and comparison with OSI layers
    PPP session establishment & authentication

V. Integrated Services Digital Network (ISDN)
    ISDN
    ISDN and OSI
    ISDN uses, services, configuration tasks and dial-on-demand routing

VI. Frame Relay
    Technology definition and operations
    Link management interface (LMI)
    LMI features
    Frame relay subinterfaces and basic frame relay configuration

VII. Network Management
    Monitoring networks
    Troubleshooting networks

VIII. Network+ Certification Exam Review
    Basic Networking Knowledge
    OSI and TCP/IP fundamentals and review
    TCP/IP suite: utilities
    Remote connectivity and network security
    Installation, maintaining, supporting, and troubleshooting networks

IX. CCNA Exam Preparation
    OSI Model
    TCP/IP: creation of subnets
    Router commands
    Lab tests, skills from semesters 3 and 4
Title: Authoring for the World Wide Web

X______________________________________________________________

Supervisor Signature and date:

☐Revise        Division:  CTE

☐Reactivate    Department:  CIS

☐Delete       Program:  CIS

Current course number **CIS 195**                         Revised Course Number **CIS 195**

Current Course Title: Authoring for the World Wide Web

Revised Course Title: **Authoring for the World Wide Web I**

Credits 4                                      Revised Credits  4

Lecture Hrs/Wk  3                         Revised Lecture Hrs/Wk  3

Lec /Lab Hrs/Wk  0                       Revised Lec /Lab Hrs/Wk  0

Lab Hrs/Wk  2                              Revised Lab Hrs/Wk  2

Practicum _______                     Revised Practicum _______

Banner/Instr. Prerequisites: CIS 120 or instructor approval.

Revised Banner/Instruc. Prerequisites: **CIS 120 or instructor approval.**
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Fall  Revised Terms Offered: Fall

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course name.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☐

Cost of revision: No cost to revise the course.

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Authoring for the World Wide Web I

Student need for course: Offered as part of CIS degrees.

Course Information: AA☐ AAS☒ AS☐ Certificate☒ Learning Skill:☐

Cost of this course:
☐ No additional instructional costs (staff, material, equipment, or facilities) are required.
   The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________
   Signature/date

☐ Facility/office space/cleaning ____________
   Signature/date

☐ IT Resources reviewed ____________
   Signature/date

Course impact on:
   a. Student enrollment in other courses: None anticipated.

   b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

Disposition:  Signature  Date  Recommendation

Curriculum Committee Chair __________________________________________


**CIS 195: Authoring for the World Wide Web I**

Course No.: CIS 195  
Credit Hours: 4  
Class Hours: 33  
Lab Hours: 22  
Clock Hours: 55  
Length of Class: 11 weeks  
Prerequisites: CIS 120 or instructor approval

**Course Description:**  
Techniques and tools for designing and publishing on the World Wide Web; hypertext and HTML; site and page design; media integration; issues raised by Internet publishing.

**Course Outcomes:**  
Upon completion of this course the student should be able to:  
- Develop the necessary skills to create effective web pages.  
- Gain experience using HTML syntax, markup tags, styles, and attributes.  
- Ability to add images, sounds, and animations to a Web page.  
- Ability to construct a Web site using many Web pages.  
- Proficiency with client-side scripting methods using JavaScript or VB Script.
Title: Microsoft Windows Server Administration

X______________________________________________________________

Supervisor Signature and date:

☐Revise Division: CTE

☐Reactivate Department: CIS

☐Delete Program: CIS

Current course number CIS 240M Revised Course Number CIS 240M

Current Course Title: Microsoft Windows Server Administration
Revised Course Title: Installing & Configuring Microsoft Windows Server

Credits 4 Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2 Revised Lab Hrs/Wk 2

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites: CIS 120 or instructor approval.
Revised Banner/Instruc. Prerequisites: CIS 120 or instructor approval.

Co-requisites None Revised Co-requisites None
Reason for request: Update to course name and description:

This course serves as the first in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to installation in a physical and virtual environment; virtualization techniques; deployment; Active Directory objects and management; command-line commands; IP management and implementation; DHCP; DNS; local and network storage; file and print services; group policy objects; and Windows security.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Installing & Configuring Microsoft Windows Server

**Student need for course:** Offered as part of CIS degree and Server Administrator certificate.

**Course Information:** AA□  AAS☒  AS□  Certificate☒  Learning Skill:□

**Cost of this course:**
- ☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

- □ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

- □ Library resources reviewed ____________

  Signature/date

- □ Facility/office space/cleaning ____________

  Signature/date

- □ IT Resources reviewed ____________

  Signature/date

**Course impact on:**

- a. Student enrollment in other courses: None anticipated.

- b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

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Curriculum Committee Chair ________________________________________________
CIS 240M - Windows Server Administration

Course Number: CIS 240M
Course Title: Windows Server Administration
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hrs: 55
Length of Class Wks: 11
Prerequisite(s): CIS 140M or instructor approval.

Course Description:
A hands-on study of server operating systems which prepares students for an industry-based certification such as the Microsoft MCP. This course includes the knowledge and skills that are required to install a current Windows Server operating system, manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment.

Course Outcomes:
Upon completion of this course the student should be able to:
• Prepare a system for Windows Server, including selection of the appropriate file system
• Install and customize a standard Windows Server computer in a physical and virtual environment.
• Troubleshoot failed installations of a Windows Server operating system.
• Implement, manage, monitor, and troubleshoot hardware devices and drivers.
• Manage and troubleshoot access to, and synchronization of, offline files.
• Monitor and optimize system performance and reliability.
• Implement, manage, and troubleshoot network protocols and services.
• Configure, manage, and troubleshoot system security.
• Install a Windows desktop client and connect it to a Windows domain.
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<th>Revised Course Number</th>
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Current Course Title: Introduction to Database Management Systems

Revised Course Title: *Introduction to Database Management Systems I*

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Banner/Instr. Prerequisites: CIS133CS or instructor approval.

Revised Banner/Instruc. Prerequisites: **CIS133CS or instructor approval.**
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Spring  Revised Terms Offered: Spring

Proposed implementation date: Term Spring Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course name, and course outcome.

Course Outcomes:

Upon completion of this course the student should be able to:

• Cite advantages and disadvantages of using a DBMS to develop applications as compared to using traditional high-level language.

• Use a MS Access or Modern DBMS to create a database, add to and maintain data in the database, search for specific data, sort data, and generate reports from the data.

• Demonstrate, by example, the design of a conceptual model of a database.

• Draw entity relationship diagrams (ERD) to illustrate the database model.

• Demonstrate a working knowledge of selected SQL commands.

• Normalize a moderately complex database.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

    The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A
Title: Introduction to Database Management Systems I

**Student need for course:** Offered as part of CIS degrees.

**Course Information:** AA☐  AAS☒  AS☐  Certificate☒  Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

    Signature/date

☐ Facility/office space/cleaning ____________

    Signature/date

☐ IT Resources reviewed ____________

    Signature/date

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

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**Disposition:**

Signature  Date  Recommendation

Curriculum Committee Chair ______________________________________________
Course No.: CIS 275
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hours: 55
Length of Class: 11 weeks
Prerequisites: CIS133CS or instructor approval.

Course Description:
Students will be introduced to database management systems (DBMS). Topics include database theory and practice, table creation, database normalization, and structured query language (SQL). Students will use the tools of the DBMS to develop applications that include input screens, queries, reports and batch processes to automate a typical business computer application. Students will begin to learn and modify computer-generated programs to customize an application.

Course Outcomes:
Upon completion of this course the student should be able to:

- Cite advantages and disadvantages of using a DBMS to develop applications as compared to using traditional high-level language.
- Use a MS Access or Modern DBMS to create a database, add to and maintain data in the database, search for specific data, sort data, and generate reports from the data.
- Demonstrate, by example, the design of a conceptual model of a database.
- Draw entity relationship diagrams (ERD) to illustrate the database model.
- Demonstrate a working knowledge of selected SQL commands.
- Normalize a moderately complex database.
Title: Intermediate Database Management

X______________________________________________________________
Supervisor Signature and date:

☐Revise              Division:  CTE

☐Reactivate          Department:  CIS

☐Delete              Program:  CIS

Current course number  CIS 276                        Revised Course Number  CIS 276

Current Course Title: Intermediate Database Management

Revised Course Title:  Introduction to Database Management Systems II

Credits 4                        Revised Credits  4

Lecture Hrs/Wk 3                   Revised Lecture Hrs/Wk  3

Lec /Lab Hrs/Wk 0                  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                      Revised Lab Hrs/Wk 2

Practicum ______                   Revised Practicum ______

Banner/Instr. Prerequisites:  CIS 275 or instructor approval.

Revised Banner/Instruct. Prerequisites:  CIS 275 or instructor approval.
Length (Wks) 11

Terms Offered: Fall

Proposed implementation date: Term Fall Year 2014

Grading Option _____ Load Factor 4.4

Reason for request: Update to course name, and course outcome.

Course Outcomes:

Upon completion of this course the student should be able to:

• Develop custom, interactive applications using SQL to manipulate the date and vendor specific tools to handle user interactions.

• Demonstrate knowledge of the system development life cycle (SDLC) and database life cycle (DBLC).

• Cite security considerations for databases and demonstrate knowledge of multiuser problems and techniques associated with a database application.

• Develop database applications using Modern DBMS for multi-user and client-server database concepts.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A
COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Database Management Systems II

**Student need for course:** Offered as part of CIS degrees.

**Course Information:** AA☐  AAS☒  AS☐  Certificate☒  Learning Skill:☐

**Cost of this course:**

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed __________

[Signature/date]

☐ Facility/office space/cleaning __________

[Signature/date]

☐ IT Resources reviewed __________

[Signature/date]

**Course impact on:**

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

---

**Disposition:**

[Signature]  Date  Recommendation

Curriculum Committee Chair ________________________________
CIS 276: Introduction to Database Management Systems

Course No.: CIS 276
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hours: 55
Length of Class: 11 weeks
Prerequisites: CIS 275 or instructor approval.

Course Description:
A continuation of the concepts and software expertise developed in CIS 275. Students will cover advanced SQL techniques and program on an enterprise level database.

Course Outcomes:
Upon completion of this course the student should be able to:
- Develop custom, interactive applications using SQL to manipulate the date and vendor specific tools to handle user interactions.
- Demonstrate knowledge of the system development life cycle (SDLC) and database life cycle (DBLC).
- Cite security considerations for databases and demonstrate knowledge of multiuser problems and techniques associated with a database application.
- Develop database applications using Modern DBMS for multi-user and client-server database concepts.
Title: Network Management

X ______________________________________________________________

Supervisor Signature and date:

☒ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number CIS 279M  Revised Course Number CIS 279M

Current Course Title: Network Management
Revised Course Title: Microsoft Windows Server Administration I

Credits 4  Revised Credits 4

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2  Revised Lab Hrs/Wk 2

Practicum ______  Revised Practicum ______

Banner/Instr. Prerequisites: CIS 240M or instructor approval.
Revised Banner/Instruct. Prerequisites: CIS 240M or instructor approval.

Co-requisites None  Revised Co-requisites None
Length (Wks) 11                           Revised Length (Wks) 11

Terms Offered: Winter                      Revised Terms Offered: Spring

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course name and description:

This course serves as the second in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to server image management; DNS; Active Directory; virtualization; user and password management; group policy objects; remote access; remote access; file, Windows, and network security, including AAA; file services; update management; and performance monitoring and management.

This course will help students prepare for a current Microsoft Certified Professional Exam

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Microsoft Windows Server Administration I

Student need for course: Offered as part of CIS degree and Server Administrator certificate.

Course Information: AA □  AAS □  AS □  Certificate □  Learning Skill □

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed ____________

Signature/date

☐ Facility/office space/cleaning ____________

Signature/date

☐ IT Resources reviewed ____________

Signature/date

Course impact on:

a. Student enrollment in other courses: None anticipated.

b. Current program: None

Replacement course for: Course Number: N/A  Title: N/A

Disposition: ___________________________  Signature: ___________________________  Date: ___________________________  Recommendation: ___________________________

Curriculum Committee Chair ______________________________________________________
CIS 279M – Network Management

Course Number: **CIS 279M**
Credit Hrs: 4  
Lecture Hrs: 3  
Lab Hrs: 2  
Clock Hrs: 55  
Length of Course (Wks): 11  
Prerequisites: CIS 240M or instructor approval.

**Course Description:**
A hands-on study of server operating systems which prepares students for an industry-based certification such as the Microsoft MCP. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

**Course Outcomes:**
After completing this course, students should be able to:
- Configure routing by using the Routing and Remote Access Service (RRAS).
- Allocate IP addressing by using DHCP.
- Manage and monitor DHCP.
- Resolve host names by using DNS.
- Manage and monitor DNS.
- Resolve network basic input/output system (NetBIOS) names by using WINS.
- Secure network traffic by using IPSec and certificates.
- Configure network access.
- Manage and monitor network access.
Title: Network Security Fundamentals

X______________________________________________________________
Supervisor Signature and date:

☐Revise        Division:  CTE

☐Reactivate    Department:  CIS

☐Delete       Program:  CIS

Current course number CIS 284                        Revised Course Number CIS 284

Current Course Title: Network Security Fundamentals
Revised Course Title: Network Security Fundamentals

Credits 4                                      Revised Credits 4

Lecture Hrs/Wk 3                         Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0                       Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 2                              Revised Lab Hrs/Wk 2

Practicum ______                             Revised Practicum ______

Banner/Instr. Prerequisites: CIS 240M or instructor approval.
Revised Banner/Instruc. Prerequisites: CIS 240M or instructor approval.

Co-requisites None                     Revised Co-requisites None
Length (Wks) 11                Revised Length (Wks) 11

Terms Offered: Spring                Revised Terms Offered: Winter

Proposed implementation date: Term Fall Year 2014 Grading Option _____ Load Factor 4.4

Reason for request: Update to course description:

This course serves as an introduction to network and information technology security and prepares the student for further study in the field.

Instruction includes, but is not limited to threat mitigation; cryptography; authentication and role-based security; encryption and device security; the public key infrastructure; messaging security; ports and protocols; and business continuity concepts.

This course will help students prepare for a current industry-recognized security certification exam

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

There is no change to the course outcomes or outline.

Cost of revision: No cost to revise the course.

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s): N/A

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Network Security Fundamentals

Student need for course: Offered as part of CIS degree.

Course Information: AA   AAS   AS   Certificate   Learning Skill:

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: N/A

☐ Library resources reviewed __________

  Signature/date

☐ Facility/office space/cleaning __________

  Signature/date

☐ IT Resources reviewed __________

  Signature/date

Course impact on:

  a. Student enrollment in other courses: None anticipated.

  b. Current program: None

Replacement course for: Course Number: N/A   Title: N/A

Disposition: Signature Date Recommendation

Curriculum Committee Chair
CIS 284 – Network Security Fundamentals

Course Number: CIS 284  
Course Name: Network Security Fundamentals  
Credit Hrs: 4  
Lecture Hrs: 33  
Lab Hrs: 22  
Clock Hrs: 55  
Length of Course (Wks): 11  
Prerequisites: CIS 240M or instructor approval.

Course Description:  
A hands-on study of device security which prepares students for an industry-based certification such as CompTIA Security+. The course is intended for students who are responsible for or wish to gain training for entry into implementing, managing, and maintaining domain-level security. Topics covered include understanding security threats, authentication methods, attacks and malicious code, remote access, e-mail and Web security, file and directory security, VLANs, baselines, PKI, and forensics basics.

Course Outcomes:  
After completing this course, students should be able to:

- Identify common threats to network security.
- Explain how Kerberos, CHAP, certificates, tokens, and biometrics enhance security.
- Differentiate between common attacks such as DDoS, Man-in-the-middle, spoofing, session hijacking, and software exploitation.
- Secure a network to permit remote access via VPN.
- Understand and mitigate common e-mail vulnerabilities.
- Understand and plan for Web security via browser configuration.
- Share files in a secure manner using Sharing and NTFS permissions.
- Apply security to a wireless access point, including non-broadcast of SSID, use of WPA, and configuration of shared keys.
- Secure network devices such as servers, switches, and routers.
- Understand and implement physical security of assets.
- Explain how to create and maintain a basic security policy, including disaster recovery.
Course title: Introduction to Programming I – Visual C#

X________________________________________

Supervisor Signature:

Division CTE  Department CIS  Program AAS-CIS

Course No CIS 133CS Title: Introduction to Programming I – Visual C#  Terms
Offered: Winter

Credits 4   Lecture hrs/wk 3   Lec/Lab hrs/wk   Lab hrs/wk 2   Practicum hrs/wk

Banner Pre-req. CIS 122 and CIS 120, or instructor approval   Instructor Pre-req.   Co-
requisites   .Length (wks) 11

Proposed implementation date Term Winter Year 2015   Grading Option   Load
Factor 4.4

Catalog Course Description:

This course is a continuation of CIS122. Students will learn and apply programming concepts using a high-level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced in this course.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached): Entire new CIS degree was approved during Spring 2013 Advisory Committee Meeting.
Is this course on the "LDC Course List" of the State Department
☐ To be ☒ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes): N/A

☒ Occupational Preparatory (organized degree/cert program)
☐ Occupational Supplementary

NEW COURSE APPROVAL FORM - Page2 of

Support Course: Indicate all programs for which this course will be required.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>DATE</th>
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<td>CIS</td>
<td>Winter 2015</td>
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<tr>
<td>Certificate</td>
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</table>

Overlap Indicate departments and courses

None

COURSE DEVELOPED BY: Vincent Yip DATE: Summer 2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: CIS 133CS
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: CIS 122 and CIS 120, or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Introduction to Programming I - Visual C#
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: N/A

COURSE DESCRIPTION:
This course is a continuation of CIS122. Students will learn and apply programming concepts using a high-level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced in this course.
COURSE OUTCOMES: Upon completion of this course the student should be able to:

- Develop appropriate definitions of and solutions for programming problems using proper structured programming techniques.
- Demonstrate proper program testing and debugging techniques.
- Demonstrate high-quality program documentation and formatting.
- Write programs in Visual C# that will demonstrate an understanding of compound conditions, multiple line message boxes, testing the user's response to a dialog box, enabling and disabling controls, event procedures calling other event procedures, creating and using menus, using common dialog boxes, creating and using sub procedures and functions, creating and using lists and combo boxes, looping, creating and using arrays, and printing reports.
- Write programs in Visual C# that demonstrate an understanding of sequential file access as well as accessing and updating a database.
- Differentiate between classes, objects, attributes, and methods and be able to produce programs based on the object-oriented programming methodology.
- Represent numbers using the binary and hexadecimal number systems and perform basic arithmetic in those number systems.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-10.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1  One Dimensional Arrays
Week 2  Multidimensional Arrays
Week 3  Understanding Simple Methods
Week 4  Methods with Parameters and Return Values
Week 5  Advance Methods with Ref and Out Parameters
Week 6  Method Overloading
Week 7  Classes
Week 8  Objects
Week 9  Inheritance
Week 10 Number Systems
New Course title: Introduction to Programming I – Visual C#

X________________________________________

Supervisor Signature:

CSI 133CS - Introduction to Programming I – Visual C#

Student need for course: Offered as part of CIS degree and Junior Programmer certificate.

Course Information:

☐ AA   ☐ AS   ☒ AAS   ☐ Below 100 level   ☐ Elective   ☒ Certificate

☐ AAOT (Area of distribution): ________________

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Instructor cost for 4.4 ILC load. No additional equipment is needed to teach this course since it uses the same equipment as CIS 122.

Course impact on:

a. Student enrollment in other courses: N.A.

b. Current program: All CIS majors will enroll in this course. Enrollment may increase due to this additional training opportunity.

Replacement course for: Course Number: N/A    Title:

Disposition:  Signature  Date  Recommendation

___________________________________________________________________________

Curriculum Committee Chair  Vice President of Instruction
CIS 133CS: Introduction to Programming I - Visual C#

Course No.: CIS 133CS  
Credit Hours: 4  
Class Hours: 33  
Lab Hours: 22  
Clock Hours: 55  
Length of Class: 11 weeks  
Prerequisites: CIS 122 and CIS 120, or instructor approval

Course Description:
This course is a continuation of CIS122. Students will learn and apply programming concepts using a high-level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced in this course.

Course Outcomes:
Upon completion of this course the student should be able to:
- Develop appropriate definitions of and solutions for programming problems using proper structured programming techniques.
- Demonstrate proper program testing and debugging techniques.
- Demonstrate high-quality program documentation and formatting.
- Write programs in Visual C# that will demonstrate an understanding of compound conditions, multiple line message boxes, testing the user's response to a dialog box, enabling and disabling controls, event procedures calling other event procedures, creating and using menus, using common dialog boxes, creating and using sub procedures and functions, creating and using lists and combo boxes, looping, creating and using arrays, and printing reports.
- Write programs in Visual C# that demonstrate an understanding of sequential file access as well as accessing and updating a database.
- Differentiate between classes, objects, attributes, and methods and be able to produce programs based on the object-oriented programming methodology.
- Represent numbers using the binary and hexadecimal number systems and perform basic arithmetic in those number systems.
Course title: Introduction to Programming II – Visual C# 

X________________________________________

Supervisor Signature:

Division CTE  Department CIS  Program AAS-CIS

Course No CIS 233CS Title: Introduction to Programming II – Visual C#  Terms
Offered: Spring

Credits 4   Lecture hrs/wk 3   Lec/Lab hrs/wk  Lab hrs/wk 2   Practicum hrs/wk

Banner Pre-req. CIS 133CS and CIS 275 or instructor approval (CIS 275 may be taken concurrently)  Instructor Pre-req.  Co-requisites  Length (wks) 11

Proposed implementation date Term Spring Year 2015  Grading Option  Load Factor 4.4

Catalog Course Description:

Continues Visual C# programming sequence utilizing arrays, objects, relational database access and data structures. Structured design techniques emphasized throughout.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached): Entire new CIS degree was approved during Spring 2013 Advisory Committee Meeting.

Is this course on the "LDC Course List" of the State Department
☐ To be ☑ Yes  ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes): N/A
Support Course: Indicate all programs for which this course will be required.

<table>
<thead>
<tr>
<th>PROGRAM</th>
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<th>DATE</th>
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<tr>
<td>AAS-CIS</td>
<td>CIS</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Certificate</td>
<td>Junior Programmer</td>
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</tbody>
</table>

Overlap Indicate departments and courses

None

COURSE DEVELOPED BY: Vincent Yip DATE: Summer 2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Introduction to Programming II - Visual C#

Developed By: Vincent Yip

Development Date: Summer 2013

Revision Date: N/A

COURSE OUTLINE – Page 1 of

Course No: CIS 233CS
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course: 11 weeks
Banner enforced Prerequisite: CIS 133CS and CIS 275 or instructor approval (CIS 275 may be taken concurrently)

Instructor enforced Prerequisite:

Co-Requisite:

Load Factor: 4.4
Activity Code:
CIPS:

COURSE DESCRIPTION:
Continues Visual C# programming sequence utilizing arrays, objects, relational database access and data structures. Structured design techniques emphasized throughout.

COURSE OUTCOMES: Upon completion of this course the student should be able to:

• Create and execute advanced programs in Visual C#.
• Write Visual C# programs to navigate and update a database.
• Write programs to read and write to streams.
• Write and implement class modules using properties, methods, events and inheritance.
• Use collections.
• Use one and two dimensional arrays.
• Handle exceptions.
• Program testing.
• Pass information in a multiform environment.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-10.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1   Exception Handling
Week 2   Using Controls
Week 3   Events Handling
Week 4   Introduction to Database Programming
Week 5   Data Sources and Datasets
Week 6   Bound Controls and Parameterized Queries
Week 7   ADO.NET
Week 8   Files and Data Streams
Week 9   XML Files
Week 10 LINQ
New Course title: Introduction to Programming II – Visual C#

Supervisor Signature:

CSI 233CS - Introduction to Programming II – Visual C#

Student need for course: Offered as part of CIS degree and Junior Programmer certificate.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution): ______________

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Instructor cost for 4.4 ILC load. No additional equipment is needed to teach this course since it uses the same equipment as CIS 133CS.

Course impact on:

a. Student enrollment in other courses: N.A.

b. Current program: All CIS majors will enroll in this course. Enrollment may increase due to this additional training opportunity.

Replacement course for: Course Number: N/A  Title:

Disposition: Signature Date Recommendation

________________________________________
Curriculum Committee Chair

________________________________________
Vice President of Instruction
CIS 233CS: Introduction to Programming II - Visual C#

Course No.: CIS 233CS  
Credit Hours: 4  
Class Hours: 33  
Lab Hours: 22  
Clock Hours: 55  
Length of Class: 11 weeks  
Prerequisites: CIS 133CS and CIS 275 or instructor approval (CIS 275 may be taken concurrently)

Course Description:  
Continues Visual C# programming sequence utilizing arrays, objects, relational database access and data structures. Structured design techniques emphasized throughout.

Course Outcomes:  
Upon completion of this course the student should be able to:  
- Create and execute advanced programs in Visual C#.  
- Write Visual C# programs to navigate and update a database.  
- Write programs to read and write to streams.  
- Write and implement class modules using properties, methods, events and inheritance.  
- Use collections.  
- Use one and two dimensional arrays.  
- Handle exceptions.  
- Program testing.  
- Pass information in a multiform environment.
Course title: Database Security

X________________________________________

Supervisor Signature:

Division CTE  Department CIS  Program AAS-CIS

Course No CIS 277D Title: Database Security   Terms Offered: Winter

Credits 4   Lecture hrs/wk 3   Lec/Lab hrs/wk 2   Lab hrs/wk 2   Practicum hrs/wk

Banner Pre-req. CIS 276 or instructor approval

Instructor Pre-req.   Co-requisites

Length (wks) 11

Proposed implementation date Term Winter Year 2015   Grading Option   Load Factor 4.4

Catalog Course Description:

Database security covers major aspects of securing a database. Microsoft SQL Server or other modern database is used to explain the concepts of database security. Topics include, but are not limited to, introducing secure server configurations, user authentication, user authorization, data protection, data encryption, preventing injection and attacks, and auditing.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☒ Approved by Advisory Committee (Minutes Attached): Entire new CIS degree was approved during Spring 2013 Advisory Committee Meeting.

Is this course on the "LDC Course List" of the State Department

☐ To be ☒ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes): N/A
Support Course: Indicate all programs for which this course will be required.

<table>
<thead>
<tr>
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</tbody>
</table>

Overlap: Indicate departments and courses

None

COURSE DEVELOPED BY: Vincent Yip DATE: Summer 2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
COURSE OUTLINE – Page 1 of

Course No: CIS 277D
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: CIS 276 or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Database Security
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: N/A

COURSE DESCRIPTION:
Database security covers major aspects of securing a database. Microsoft SQL Server or other modern database is used to explain the concepts of database security. Topics include, but are not limited to, introducing secure server configurations, user authentication, user authorization, data protection, data encryption, preventing injection and attacks, and auditing.

COURSE OUTCOMES: Upon completion of this course the student should be able to:

- Perform tasks to securely configure the database server.
- Perform tasks to configure user authentication.
• Perform tasks to configure user authorization.
• Perform tasks to protect data that is stored in the database server.
• Perform tasks to configure data encryption.
• Perform tasks to prevent injection and attacks.
• Perform database auditing.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-10.]

Note: this outline is subject to change and depends on current server technologies & practices.

Week 1   Configure Server Security
Week 2   Authentication
Week 3   Authorization
Week 4   Data Protection
Week 5   Code Encryption
Week 6   Data Encryption
Week 7   DOS and SQL Injection
Week 8   SQL and Web Application Firewall
Week 9   Securing Tools
Week 10  Auditing
New Course title: Microsoft Server Administration II

X________________________________________
Supervisor Signature:

CIS 277D: Database Security

Student need for course: Offered as part of ???.

Course Information:

☐ AA    ☐ AS    ☒ AAS    ☐ Below 100 level    ☐ Elective    ☒ Certificate
☐ AAOT (Area of distribution): ________________

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Instructor cost for 4.4 ILC load. No additional equipment is needed to teach this course since it uses the same equipment as CIS 240M.

Course impact on:

a. Student enrollment in other courses: N.A.

b. Current program: All CIS majors will enroll in this course. Enrollment may increase due to this additional training opportunity.

Replacement course for: Course Number: N/A    Title:

Disposition:    Signature    Date    Recommendation

________________________________________
Curriculum Committee Chair    Vice President of Instruction
**CIS 277D: Database Security**

Course No.: CIS 277D  
Credit Hours: 4  
Class Hours: 33  
Lab Hours: 22  
Clock Hours: 55  
Length of Class: 11 weeks  
Prerequisites: CIS 276 or instructor approval

**Course Description:**  
Database security covers major aspects of securing a database. Microsoft SQL Server or other modern database is used to explain the concepts of database security. Topics include, but are not limited to, introducing secure server configurations, user authentication, user authorization, data protection, data encryption, preventing injection and attacks, and auditing.

**Course Outcomes:**  
Upon completion of this course the student should be able to:  
- Perform tasks to securely configure the database server.  
- Perform tasks to configure user authentication.  
- Perform tasks to configure user authorization.  
- Perform tasks to protect data that is stored in the database server.  
- Perform tasks to configure data encryption.  
- Perform tasks to prevent injection and attacks.  
- Perform database auditing.
Course title: Microsoft Windows Server Administration II

X________________________________________

Supervisor Signature:

Division CTE  Department CIS  Program AAS-CIS

Course No CIS 288M Title: Microsoft Windows Server Administration II   Terms Offered: Fall

Credits 4   Lecture hrs/wk 3   Lec/Lab hrs/wk   Lab hrs/wk 2   Practicum hrs/wk

Banner Pre-req. CIS 279M or instructor approval   Instructor Pre-req.   Co-requisites
.Length (wks) 11

Proposed implementation date Term Fall Year 2014   Grading Option   Load Factor 4.4

Catalog Course Description:

This course serves as the third in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to server image management; Active Directory; virtualization; user and password management; group policy objects; remote access; remote access; file, Windows, and network security, including AAA; and performance monitoring and management.

This course will help students prepare for a current Microsoft Certified Professional Exam.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑  Approved by Advisory Committee (Minutes Attached): Entire new CIS degree was approved during Spring 2013 Advisory Committee Meeting.
Is this course on the "LDC Course List" of the State Department
☐ To be ☑ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes): N/A
☑ Occupational Preparatory (organized degree/cert program)
☐ Occupational Supplementary

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**NEW COURSE APPROVAL FORM - Page2 of**

**Support Course:** Indicate all programs for which this course will be required.

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<th>PROGRAM</th>
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<tr>
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<tr>
<td>Certificate</td>
<td>Server Administrator</td>
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**Overlap** Indicate departments and courses
None

**COURSE DEVELOPED BY:** John Blackwood **DATE:** Summer 2013

**ATTACH the documents below:**

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
COURSE OUTLINE – Page 1 of

Course No: CIS 288M
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: CIS 279M or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Microsoft Windows Server Administration II
Developed By: John Blackwood
Development Date: Summer 2013
Revision Date: N/A

COURSE DESCRIPTION:
This course serves as the third in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to server image management; Active Directory; virtualization; user and password management; group policy objects; remote access; remote access; file, Windows, and network security, including AAA; and performance monitoring and management.

This course will help students prepare for a current Microsoft Certified Professional Exam.
**COURSE OUTCOMES:** Upon completion of this course the student should be able to:

- Implement a Group Policy Infrastructure
- Configure and Manage User and Service Accounts
- Configure and Maintain Active Directory Domain Services
- Configure, Manage, and Troubleshoot Remote Access
- Install, Configure, and Troubleshoot the Network Policy Server Role
- Configure, Manage, and Maintain File System Security

**REQUIRED TEXT/MATERIALS:** To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-10.]

Note: this outline is subject to change and depends on current server technologies & practices.

Week 1   VPN routing and Direct Access
Week 2   Network Policies
Week 3   Network Access Protection
Week 4   Server Authentication
Week 5   Domain Controllers
Week 6   Active Directory Maintenance
Week 7   Account Policies
Week 8   Group Policy Object processing & settings
Week 9   Group Policy Objects
Week 10 Group Policy Preferences
New Course title: Microsoft Server Administration II

X________________________________________
Supervisor Signature:

CIS 288M: Microsoft Server Administration II

Student need for course: Offered as part of CIS degree and Server Administrator certificate.

Course Information:
☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate
☐ AAOT (Area of distribution): ________________

Cost of this course:
☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Instructor cost for 4.4 ILC load. No additional equipment is needed to teach this course since it uses the same equipment as CIS 240M.

Course impact on:

a. Student enrollment in other courses: CIS 120 and WRI 227 are removed from the CIS degree program with this new degree program.

b. Current program: All CIS majors will enroll in this course. Enrollment may increase due to this additional training opportunity. In addition, two courses were dropped from the CIS degree (CIS 120 and WRI 227) to make way for the new courses added to the degree program.

Replacement course for: Course Number: N/A  Title:

Disposition:    Signature    Date    Recommendation

Curriculum Committee Chair    Vice President of Instruction
CIS 288M - Microsoft Server Administration II

Course No.: CIS 288M
Credit Hours: 4
Class Hours: 33
Lab Hours: 22
Clock Hours: 55
Length of Class: 11 weeks
Prerequisites: CIS 240M or instructor approval

Course Description:
This course serves as the third in a series of courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to server image management; DNS; Active Directory; virtualization; user and password management; group policy objects; remote access; remote access; file, Windows, and network security, including AAA; file services; update management; and performance monitoring and management.

This course will help students prepare for a current Microsoft Certified Professional Exam.

Course Outcomes:
Upon completion of this course the student should be able to:
• Deploy, manage, and maintain Microsoft servers
• Configure file and print services
• Configure network services and access
• Configure security for a Microsoft server-managed network
• Configure and manage Active Directory Domain Services (AD DS)
• Configure and manage group policy object
Course title: Microsoft Windows Server Administration III

Supervisor Signature:

Division CTE  Department CIS  Program AAS-CIS

Course No CIS 289M  Title Microsoft Windows Server Administration III

Terms Offered Winter

Credits 4 Lecture hrs/wk 3  Lec/Lab hrs/wk  Lab hrs/wk 2  Practicum hrs/wk

Banner Pre-req. CIS 288M or instructor approval  Instructor Pre-req.  Co-requisites

Length (wks) 11

Proposed implementation date Term Fall Year 2014  Grading Option  Load Factor 4.4

Catalog Course Description:

This course serves as the fourth in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to advanced network and file services; dynamic access control; network load balance; failover clustering; disaster recover; AD Certificate Services; and AD Federation Services.

This course will help students prepare for a current Microsoft Certified Professional Exam.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached): Entire new CIS degree was approved during Spring 2013 Advisory Committee Meeting.
Is this course on the "LDC Course List" of the State Department
☐ To be ☑ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes): N/A

☑ Occupational Preparatory (organized degree/cert program)
☐ Occupational Supplementary

NEW COURSE APPROVAL FORM - Page2 of

Support Course: Indicate all programs for which this course will be required.

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Overlap Indicate departments and courses

None

COURSE DEVELOPED BY: John Blackwood DATE: Summer 2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: CIS 289M
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: CIS 288M or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Microsoft Windows Server Administration III
Developed By: John Blackwood
Development Date: Summer 2013
Revision Date: N/A

COURSE DESCRIPTION:

This course serves as the fourth in a series of four courses centered around managing Microsoft servers in a domain environment.

Instruction includes, but is not limited to advanced network and file services; dynamic access control; network load balance; failover clustering; disaster recover; AD Certificate Services; and AD Federation Services.

This course will help students prepare for a current Microsoft Certified Professional Exam.
COURSE OUTCOMES: Upon completion of this course the student should be able to:

- Configure, Manage, and Implement Advanced Network Services
- Configure, Manage, and Implement Advanced File Services
- Configure, Manage, and Implement Dynamic Access Control
- Configure, Manage, and Implement Network Load Balancing
- Configure, Manage, and Implement Failover Clustering
- Configure, Manage, and Implement Disaster Recovery
- Configure, Manage, and Implement Active Directory Certificate Services (AD CS)
- Configure, Manage, and Implement Active Directory Federation Services (AD FS)
- Troubleshoot and Resolve Advanced Networking and Server Role issues

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-10.]

Note: this outline is subject to change and depends on current server technologies & practices.

Week 1  Network load balancing & failover clustering
Week 2  Failover clustering & VMs
Week 3  Advanced file services & dynamic access control
Week 4  Data storage & backups
Week 5  Server recovery & site-level fault tolerance
Week 6  Advanced DNS & IPAM
Week 7  Domains, sites, forests, & trusts
Week 8  Sites, AD management, & SYSVOL
Week 9  AD FS & AD CS
Week 10 Certificates & AD RMS
New Course title: Microsoft Windows Server Administration III

Supervisor Signature:

CIS 288M: Microsoft Windows Server Administration III

Student need for course: Offered as part of CIS degree and Server Administrator certificate.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution): ______________

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Instructor cost for 4.4 ILC load. No additional equipment is needed to teach this course since it uses the same equipment as CIS 240M.

Course impact on:

a. Student enrollment in other courses: CIS 120 and WRI 227 are removed from the CIS degree program with this new degree program.

b. Current program: Enrollment may increase due to this additional training opportunity. In addition, two courses were dropped from the CIS degree (CIS 120 and WRI 227) to make way for the new courses added to the degree program.

Replacement course for: Course Number: N/A  Title:

Disposition:  Signature  Date  Recommendation

__________________________________________________________

Curriculum Committee Chair  Vice President of Instruction
October 23, 2013

To: Curriculum Committee  
From: Roger Kennedy  
       EMS Program Coordinator  
RE: Program change

During the past year at the Oregon state EMS Program Consortium meetings it was voted and passed to remove CIS 120 from the statewide Paramedic degree. CCWD was contacted and approved of this change. The statewide degree has been approved with this change. It was discussed, voted, and passed to change the name of the degree to “AAS in Paramedicine.”

I am proposing these changes to align ourselves with the statewide degree.

If you have any questions please let me know.
Document brought forward by: Roger Kennedy

X Date October 23, 2013

Supervisor Signature:

- [ ] Revise Division: CTE
- [ ] Reactivate Program: EMS
- [ ] Delete Effective for Catalog Year and Term: 2014-15
- [ ] Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** Removal of CIS 120 from degree requirement. Change in program name to AAS in Paramedicine. These changes were made to the statewide degree and approved by CCWD.

**Other Program Impact:**

- [ ] Instructional costs (staff, materials, equipment, or facilities) are required.
  
  No additional costs

- [ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.
  
  No additional costs

- [ ] Impact to other Divisions in terms of classes and staffing.

**Disposition:**

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Program revision for: EMT Paramedic Program

(If course are re-designed, attach new course outlines)

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Program to be revised: Associate of Science, With An Emphasis in Engineering

X________________________________________
Supervisor Signature:

X Revise Division: CTE
☐ Reactivate Program: Engineering
☐ Delete Effective for Catalog Year and Term: 2014-15
☐ Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** The existing AS program has a total of 102 credit hours and includes three engineering elective courses and four liberal arts elective courses. The proposed revision is to convert two more of the program engineering courses into engineering elective courses (new total of five) and to add another liberal arts elective class (total of five). The additional liberal arts elective course will increase the program credit hours by 3 to a new total of 105 credits. There are approximately 20 branches of engineering. Providing students to select from 5 engineering elective courses allows UCC to offer transfer programs in virtually all of the major branches of engineering. Adding the fifth liberal arts course matches the number required by Oregon State University for their general education component.

**Other Program Impact:**

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

There are no instructional costs required for revision.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

☐ Impact to other Divisions in terms of classes and staffing.

There may be a slight enrollment increase in some of the general education courses at UCC.

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Program revision for:  Associate of Science, With An Emphasis in Engineering

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<td>ENGR 203</td>
<td>Electrical Fundamentals III</td>
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<tr>
<td>ENGR 212</td>
<td>Dynamics</td>
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<tr>
<td>ENGR 213</td>
<td>Strength of Materials</td>
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<tr>
<td>MTH 241 (b)</td>
<td>Intro Prob &amp; Statistics</td>
<td>4</td>
</tr>
<tr>
<td>SUR 161 (c)</td>
<td>Surveying I</td>
<td>4</td>
</tr>
</tbody>
</table>

Notes:

a. Courses shown in italics are either course revisions or new courses. Submittals to CC/IC have been made for these courses.

b. MTH 243 Introduction to Probability & Statistics is accepted by OSU Civil Engineering and Construction Engineering Programs, but not in other OSU engineering programs.

c. SUR 161 is accepted as course transfer to OIT Civil Engineering program, OIT Geomatics program, and OSU Construction Engineering program, but is not accepted by OSU Civil Engineering program.

Following are course substitutions:

**Construction Engineering Major - OSU**
- BA 226 for CH 222
- ECON 202 for MTH 253
- MTH 261
- SUR 161 for ENGR 201
- BA 211 for MTH 254
- BA 212 for MTH 256
- BA 232 for Ph 213
- ENGR 213 for ENGR 212

**Civil Engineering Major – OIT**
- SUR 161 for Humanities/Social Science Elective
- WR 122 for Humanities/Social Science Elective

**Electrical and Computer Engineering Majors**
- CS 162 for CH 222
MEMORANDUM

To: Curriculum Committee
   Instructional Council

From: Clay Baumgartner, Department Chair, Engineering and CIS Program

Date: October 30, 2013

Re: Approved Disciplines Studies Listings, Page 70 Catalog, Proposed Revisions for Engineering Program

Page 70 of the UCC catalog lists “Approved Disciplines Studies Listings”. The listings are for transfer designations and are not a complete listing of all courses offered at UCC.

The “Arts and Letters, Science/Math/Computer Science, and Social Science” listings are courses that have been designated by UCC as meeting general education requirements for transfer degrees such as AS and AAOT. There are also elective courses that students can take outside those listed. The “Career & Technical” designations are important since a maximum of 12 credit hours of courses designated as career and technical can transfer as elective courses.

Not all courses offered through the UCC CTE Division fall under the “Career & Technical” designation for transfer purposes. Only courses that UCC has identified to not transfer as elective courses are listed. There has been emphasis in recent years to increase educational pathways by increasing the number of courses that transfer.

Attached are the 1) current approved disciplines studies listing for UCC and 2) information from SWOCC catalog for AAOT designations and study discipline designations. The SWOCC catalog pages are provided as an example of designations at another community college.

The following changes are proposed for the Engineering program:

Science/Math/Computer Science

Add:
- ENGR 111, ENGR 112 Introduction to Engineering (3, 3)
- ENGR 211, 212, 213 Engineering Mechanics (4, 4, 4)
- ENGR 201, 202, 203 Electrical Engineering Fundamentals (4, 4, 4)

Add:
- GIS 134 Intro to Geographic Information Systems (3)

Career & Technical

Delete:
- CIVXXX Civil Engineering
- SURXXX Surveying
# Approved Discipline Studies Listings

## Arts and Letters

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 134</td>
<td>Illustrating Nature (3)</td>
</tr>
<tr>
<td>ART 204, 205, 206</td>
<td>History of Western Art (3, 3, 3)</td>
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<tr>
<td>ART 210</td>
<td>Women in Art (3)</td>
</tr>
<tr>
<td>ART 216</td>
<td>Introduction to the History of Photography (4)</td>
</tr>
<tr>
<td>ART 217</td>
<td>Comics in American Culture (4)</td>
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<tr>
<td>ENG 104, 105, 106</td>
<td>Introduction to Literature (3, 3, 3)</td>
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<td>ENG 107, 108, 109</td>
<td>World Literature (3, 3, 3)</td>
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<td>ENG 201, 202, 203</td>
<td>Shakespeare (3, 3, 3)</td>
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<td>Survey of English Literature (3, 3, 3)</td>
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<td>Environmental Literature (3)</td>
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<td>ENG 250</td>
<td>Introduction to Mythology (3)</td>
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<td>ENG 253, 254, 255</td>
<td>Survey of American Literature (3, 3, 3)</td>
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<td>Introduction to Women's Literature (4)</td>
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<td>Cultural Diversity in Contemporary American Literature (3)</td>
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<td>Writing for the Media (3)</td>
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<td>Creative Writing (3,3,3)</td>
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<td>Introduction to Gender and Women's Studies (4)</td>
</tr>
</tbody>
</table>

* ART: One 3-credit course in studio arts numbered 100 or above. (ART 221)*

THEATRE: One 3-credit course in theatre arts numbered 100 or above.

* meets AADT Cultural Literacy Requirement

* ART 210 Women in Art; ART 216 Introduction to History of Photography

## Science / Math / Computer Science

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<td>Introduction to Contemporary Mathematics (4)</td>
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<td>College Algebra (4)</td>
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<td>Elementary Functions (4)</td>
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<td>MTH 211, 212, 213</td>
<td>Fundamentals of Elementary Math I, II, III (4, 4, 4)</td>
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<td>MTH 231</td>
<td>Elements of Discrete Math I (4)</td>
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<td>MTH 241, 242</td>
<td>Calculus for Management &amp; Social Sciences I, II (4, 4)</td>
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<td>MTH 243</td>
<td>Introduction to Probability &amp; Statistics (4)</td>
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<td>MTH 251, 252, 253</td>
<td>Calculus I, II, III (4, 4, 4)</td>
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<td>MTH 254</td>
<td>Vector Calculus I (4)</td>
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<td>Differential Equations (4)</td>
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<td>BI 101, 102, 103</td>
<td>General Biology (4, 4, 4)</td>
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<td>BI 110</td>
<td>Wildlife Biology (4)</td>
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<td>Principles of Biology (5, 5, 5)</td>
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<td>BI 222</td>
<td>Genetics (3)</td>
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<td>BI 231, 232, 233</td>
<td>Anatomy &amp; Physiology (4, 4, 4)</td>
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<td>BI 234</td>
<td>Introductory Microbiology (4)</td>
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<td>BOT 203</td>
<td>General Botany (4)</td>
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<td>CH 104, 105, 106</td>
<td>Introduction to Chemistry (4, 4, 4)</td>
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<td>CH 112</td>
<td>Chemistry for Health Occupations (5)</td>
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<td>CH 221, 222, 223</td>
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<td>CH 241, 242, 243</td>
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<td>CS 100</td>
<td>Computer Science (4)</td>
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<td>Geology of the Pacific Northwest (3)</td>
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<td>G 146</td>
<td>Rocks and Minerals (4)</td>
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<td>PE 135</td>
<td>Anatomy &amp; Physiology for Fitness (4)</td>
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## Social Sciences

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<td>Introduction to Archaeology (3)</td>
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<td>ANTH 165</td>
<td>Anthropology of Sex</td>
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<tr>
<td>ANTH 221, 222, 223</td>
<td>Cultural Anthropology (3, 3, 3)</td>
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<td>CJ 101</td>
<td>Introduction to Criminology (3)</td>
</tr>
<tr>
<td>CJ 110</td>
<td>Introduction to Law Enforcement (3)</td>
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### APPROVED DISCIPLINE STUDIES LISTINGS

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<td>CJ 114*</td>
<td>Cultural Diversity in Criminal Justice (3)</td>
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<td>CJ 130</td>
<td>Introduction to Corrections (3)</td>
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<td>CJ 275</td>
<td>Comparative Criminal Justice Systems (3)</td>
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<td>ECON 201, 202, 203</td>
<td>Economics (3, 3, 3)</td>
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<td>ED 121, 122, 123</td>
<td>Leadership Development (3, 3, 3)</td>
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<td>GEO 110</td>
<td>Introduction to Human Geography (3)</td>
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<td>GEO 120</td>
<td>World Regional Geography (3)</td>
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<td>GEO 206</td>
<td>Geography of Oregon (3)</td>
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<tr>
<td>HD 208</td>
<td>Career/Life Planning (3)</td>
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<tr>
<td>HD FS 201</td>
<td>Individual &amp; Family Development (3)</td>
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<td>HD FS 225</td>
<td>Child Development (3)</td>
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<td>HS 100</td>
<td>Introduction to Human Services (3)</td>
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<td>HS 154</td>
<td>Community Resources (3)</td>
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<td>HST 201*, 202*, 203*</td>
<td>History of United States (3, 3, 3)</td>
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<td>Introduction to Mass Communication (3)</td>
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<td>PS 201*, 202*, 203*</td>
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<td>PSY 101</td>
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<td>PSY 201*, 202*, 203*</td>
<td>General Psychology (3, 3, 3)</td>
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<td>SOC 204*, 205*, 206*</td>
<td>Introduction to Sociology (3, 3, 3)</td>
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<td>SOC 207</td>
<td>Juvenile Delinquency (3)</td>
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<tr>
<td>SOC 213*</td>
<td>Race, Class, &amp; Ethnicity (3)</td>
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<tr>
<td>SOC 225</td>
<td>Social Aspects of Addiction (3)</td>
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<tr>
<td>SOC 240</td>
<td>Sociology of Work and Leisure (3)</td>
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<tr>
<td>WS 101*</td>
<td>Introduction to Gender and Women's Studies (4)</td>
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* meets AATD Cultural Literacy Requirement

### Career & Technical

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<td>APH XXX</td>
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<tr>
<td>AUI XXX</td>
<td>Automotive</td>
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<tr>
<td>AV XXX</td>
<td>Aviation</td>
</tr>
<tr>
<td>BA 116</td>
<td>Principles of Financial Services</td>
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<tr>
<td>BA 128</td>
<td>Accounting Applications I</td>
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<td>BA 129</td>
<td>Accounting Applications II</td>
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<td>BA 130</td>
<td>Accounting Applications III</td>
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<tr>
<td>BA 150</td>
<td>Developing a Small Business</td>
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<tr>
<td>BA 151</td>
<td>Practical Accounting I</td>
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<tr>
<td>BA 152</td>
<td>Practical Accounting II</td>
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<tr>
<td>BA 160</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>BA 165</td>
<td>Customer Service</td>
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</table>

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## Degree Requirements

### Foundational Requirements

#### Writing (3 Courses)
- WR121, WR122, WR123, or WR227. (Must complete with a grade of 'C' or better)

#### Arts and Letters
Three (3) courses chosen from two or more disciplines.  
Note: A second year foreign language may be included, but not first year.
- ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292
- ASL201, 202, 203
- ENGL04, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206
- GER201, 202, 203
- HUM204, 205, 206
- J203, 205, 215, 217
- MUP105
- MUS101, 102, 103, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213, 261, 262, 263
- PHL101, 102, 103
- SP100, 111, 112, 217, 218, 219, 220
- SPAN201, 202, 203
- WR214, 214T, 241, 242, 243
- WR215, WR216, WR217, WR218, WR219
- WR221, WR222, WR223, WR224

#### Social Sciences
Four (4) courses chosen from two or more disciplines.
- ANTH101, 102, 103, 221, 222, 223, 230, 231, 232
- CJ101
- ECON201, 202
- ED169, 258
- GEOG105
- HDFS140, 222, 229, 247
- HST101, 102, 103, 104, 201, 202, 203, 240
- PS201, 202, 203
- PSY100, 201, 202, 203, 228, 231, 237, 239, 243
- SOC105, 204, 205, 206, 208, 210, 213, 221
- WS101

#### Science/Math/Computer Science
Four (4) courses from at least two disciplines including at least three (3) laboratory courses in biological and/or physical science.
- BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234
- CHEM221, 222, 223
- G201, 202, 203
- GS104, 105, 106, 107, 108
- PH201, 202, 203; 211, 212, 213

#### Other Approved Courses:
- BI140, 149
- BOT201
- CHEM110
- CS160, 161, 162, 261
- ENGR111, 112, 201, 202, 203, 211, 212, 213
- GI4, 206, 220, 221, 246, 291

### Discipline Studies Requirements

#### Foundational Requirements

- MATHEMATICS (1 Course)
  - MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)

- SPEECH/ORAL COMMUNICATION (1 Course)
  - SP100, SP111, SP112, SP217, SP218 or SP219
  (Must complete with a grade of 'C' or better)

- HEALTH, WELLNESS AND FITNESS (3 Credits)
  - PE185 (3 courses) or One (3 credit course) HE250 or PE231
  (Must complete with a grade of 'C' or better)

- CULTURAL LITERACY
  Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.  Courses below meet the Cultural Literacy requirement.
  - ANTH101, 211, 221, 222, 223, 230, 231, 232; ED258; ENGL07, 108, 109; GEOG105; HDFS140; HUM204, 205, 206; HST104; MUS205; PSY231; SOC208, 210, 213; SP217, 220; WS101

- SUPPORTIVE COURSES
  - Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program.  They will count as electives only.  CS125W, H105, 112, 113, 140, 147, 152, 154, 204, 215, 288, HE112, LB107, OA121, RD101, 102, 103.

A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.
COURSE/CREDIT TYPES

Lower Division Transfer courses are those that will transfer to four-year schools in the Oregon University System and apply towards a Bachelor’s degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 through 299.

Developmental courses are designed to help a student gain skill and knowledge before taking college-level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

Career Technical courses will vary, but will have a departmental prefix and a two, three, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate of Arts Oregon Transfer (AA/OT) requirements, and consult with their advisor.

Note: Instructor consent will override course prerequisites.

Non-credit courses are generally offered for community interest, personal enrichment, and professional development. The content is generally not applicable toward a certificate, diploma, or degree, and courses are not always transcribed.

Continuing Education Units (CEU) are a nationally recognized unit granted for educational experiences to upgrade a person’s skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

Professional Development Units (PDU) activities may include a program, course, workshop, seminar, or other pre-approved learning experience. For a course to be eligible for PDU credit and for the activity to be transcribed by the college, it must meet specific criteria.

Foreign Language Requirement effective for everyone graduating from high school in 1997 (and thereafter), all Oregon University System institutions require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. For additional information, contact an advisor or counselor.

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<th>AB</th>
<th>Academic Skills</th>
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<td>Accounting/Bookkeeping</td>
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<td>ANTH</td>
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<td>NUR*</td>
<td>Nursing</td>
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<td>OA*</td>
<td>Office Administration</td>
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<td>Physical Education</td>
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* Identifies career-technical alpha prefixes currently used at Southwestern.
Document brought forward by: Clay Baumgartner/Ken Carloni

X Date 10/30/2013
Supervisor Signature (Please type in the box with the X by it.)

Revise Division: A&S
Reactivate Department: Science
Delete Program: 

Current course number CH 221 Revised Course Number CH 221

Current Course Title General Chemistry Revised Course Title General Chemistry

Credits 5 Revised Credits 5
Lecture Hrs/Wk 4 Revised Lecture Hrs/Wk 4
Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____
Lab Hrs/Wk 3 Revised Lab Hrs/Wk 3
Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites CH 104, CH 112, GS 105, or instructor approval.
Revised Banner/Instruc. Prerequisites CH 104, CH 112, GS 105, or instructor approval. Instructor approval will be granted for students that have taken high school chemistry if copy of high school transcripts or other documentation of successful course completion is provided to UCC Science Department.

Co-requisites MTH 111 Revised Co-requisites MTH 111
Length (Wks) 11 Revised Length (Wks) 11
Terms Offered FA Revised Terms Offered FA

Proposed implementation date: Term FAYear 2013 Grading Option A-F Load Factor 6.1

Reason for request: The revised wording clarifies the intent of the prerequisite, which is prior high school chemistry, prior college chemistry course, or instructor approval. There is not currently a method for registrar's office/Banner to enforce a pre-requisite of high school chemistry. The intent of the current pre-requisite is prior high school chemistry or college chemistry; the revised wording clarifies this.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS
Cost of revision: 0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

UCC REVISED COURSE OUTLINE Page 2 of 3

<table>
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<tr>
<th>Course No:</th>
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Instructor enforced Prerequisite: Instructor approval will be granted for students that have taken high school chemistry if copy of high school transcripts or other documentation of course completion is provided to UCC Science Department.

Co-Requisite: MTH 111
Load Factor: 6.1
Activity Code: 100
CIPS: 400501

Course Title: General Chemistry
Developed By: Dale Ritter
Development Date: September, 1978
Revised by: Brandon Green
Revision Date: 2-8-12

COURSE DESCRIPTION:
Current Description:
Sequence designed for science and pre-medical majors and engineering majors
CH 221, 222, 223: General Chemistry (5,5,5)
CH 221: Topics include atomic structure, stoichiometry, thermodynamics, periodic trends, bonding, molecular structure. (F) Registration Enforced Corequisites: MTH 111 or higher. Registration Enforced Prerequisite: CH 104, CH 112, GS 105, or instructor approval. Instructor approval will be granted for students that have taken high school chemistry if copy of high school transcripts or other documentation of successful course completion is provided to UCC Science Department.

COURSE OUTCOMES:

Upon completion of the course, students should be able to:
1. Demonstrate a basic knowledge of core content. This content will include atomic structure, stoichiometry, thermodynamics, periodic trends, bonding, and molecular structure.

2. Discuss the basic descriptive chemistry of the main group elements.

3. Use IUPAC nomenclature for naming both ionic and covalent compounds.

4. Formulate an approach and solve problems involving stoichiometry.

5. Demonstrate adequate problem solving and critical thinking skills.
6. Effectively use current technology and appropriate laboratory equipment and procedure for gathering, analyzing, and presenting experimental data.
7. Perform basic laboratory techniques including qualitative and quantitative analyses.

8. Specify limitations and assumptions made in the hypotheses and theories studied in general chemistry.


10. Properly record scientific data using significant figures and use it to write both formal and informal scientific lab reports.

**REQUIRED TEXT/MATERIALS:**

**OUTLINE:** [Topics taught by week 1-10.]

Week 1 Classification and physical/chemical properties of matter, units of measurement, dimensional analysis, unit conversions

Week 2 Significant figures, atomic structure, historical experiments, elements/symbols, ions, periodicity

Week 3 Electronic structure, orbitals, electron configurations, molecules, ions, ionic compounds, naming ionic compounds

Week 4 Intro to stoichiometry, types of chemical reactions, balancing chemical reactions, the mole, formula weights, empirical/molecular formulas

Week 5 Advanced stoichiometry, mole bridge, limiting reactants, thermochemistry, First Law of Thermodynamics

Week 6 Calorimetry, Hess' law, enthalpies of reaction/formation
Week 7  Periodic families and trends, atomic radii, effective nuclear charge, ionization energies/electron affinities, properties of metals/metalloids/nonmetals

Week 8  Chemical bonding, ionic vs. covalent bonding, the Octet Rule, VSEPR Theory, Lewis structures

Week 9  Octet Rule exceptions, resonance structures, overlap of orbitals

Week 10 Hybrid orbitals, molecular orbitals

Week 11 Final Exam
Document brought forward by: Clay Baumgartner/Sean Breslin

X Date 10-30-13
Supervisor Signature: (Please type in the box with the X by it.)

Course Number CH 221 Course Name General Chemistry

Student need for course:

Course Information:

☐ AA ☒ AS ☐ AAS ☐ Below 100 level ☒ Elective ☐ Certificate

☒ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: CH 221 is a required course for many transfer programs such as pre-med, pre-vet, pre-pharmacy, pre-engineering and others. CH221 is articulated as a first-year course for UCC engineering transfer programs. The revision should clarify and potentially simplify registration for students that need CH 221 as a transfer course.

b. Current program: Potentially a modest decrease in enrollment in CH 104, CH 112, and/or GS 105 enrollment with corresponding potential increase in enrollment for CH 221.

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum & Instruction Vice President of Instruction
MEMORANDUM

To: Curriculum Committee
    Instructional Council

From: Clay Baumgartner, Department Chair, Engineering and CIS Program

Date: October 30, 2013

Re: Course Prefixes – Engineering Program

The engineering program has revised the prefixes for courses several times with the intent of aligning with standard designations for other community colleges and transfer universities. It is proposed to add a new prefix GIS and revise prefixes on three existing UCC courses. This is another iteration on refining course prefixes, and hopefully close to the last.

Prefix Addition

The following prefix is proposed as an addition:

*GIS* Geographic Information Systems

GIS systems are common (think Google Earth or Map Quest) in everyday lives and are common in engineering applications.

The UCC offered two GIS courses, CIV 134 GIS I and CIV 135 GIS II. The prefixes for the two courses were changed to DRF (Drafting) in 2012. The GIS I course is offered to UCC students in both the engineering technology and engineering transfer tracks. GIS I is also a general science course for university transfer. The GIS II course is not currently offered at UCC, but may be offered again in the future.

The GIS prefix, which is standard for GIS courses, will help with internal recognition at UCC of course content and matching prefixes simplify course articulation agreements with universities.

Course Prefix Revisions

The following course prefix revisions are proposed.

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<thead>
<tr>
<th>Current Course Designation</th>
<th>Proposed Course Designation</th>
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<tr>
<td>DRF 134 GIS I</td>
<td>GIS 134 GIS I</td>
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<tr>
<td>DRF 245 Engineering Graphics</td>
<td>ENGR 245 Engineering Graphics</td>
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<tr>
<td>DRF 114 Civil 3D</td>
<td>CIV 114 Civil3D</td>
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Course revision forms are attached and a brief description of each follows.

1. **DRF 134 GIS I to GIS 134 GIS I.** Revised prefix aligns with industry and educational standard.

2. **DRF 245 Engineering Graphics to ENGR 245 Engineering Graphics.** This course originally had the ENGR prefix prior to changing to DRF 245, and this iteration changes it back to the original designation.

3. **DRF 114 Civil3D to CIV 114 Civil3D.** This course also previously had CIV prefix and the proposal changes prefix back to original prefix. Civil3D is a virtual design software used extensively in the civil engineering, construction engineering, and surveying fields to build three dimensional models of terrain. The course transfers as OSU CCE 203 (new course) and OIT GME 263. A 200-level course number is more representative of the complexity of the course, and the impacts of changing the course number to UCC CIV 214 will be discussed with curriculum committee.
Document brought forward by: Clay Baumgartner

X Date 11/2/2013
Supervisor Signature (Please type in the box with the X by it.)

- [X] Revise Division: CTE
- Reactivate Department: Engineering & CIS
- Delete Program: Engineering

Current course number **DRF 134** Revised Course Number **GIS 134**

Current Course Title **GIS I** Revised Course Title **GIS I**

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Banner/Instr. Prerequisites Revised Banner/Instruc. Prerequisites

Co-requisites Revised Co-requisites

Length (Wks) Revised Length (Wks)

11 11

Terms Offered Revised Terms Offered

Winter Winter

Proposed implementation date: Term **Fall** Year **2014** Grading Option A-F Load Factor 3.4

**Reason for request:** Only change request is to revise prefix from DRF to GIS to better reflect the content of course and to better align with industry and educational terminology. No changes to course content.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

**Cost of revision:** $0

- [X] No additional instructional costs (staff, materials, equipment, or facilities) are required.
  
The cost of this course will be covered by (i.e. fewer sections of course):

- [ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Introduction to GIS
Developed By:
Development Date: 2000 +/-
Revision Date: November 2013

COURSE DESCRIPTION:
This course is designed as an introduction to GIS and the spatial concepts it promotes. An understanding of digital geographic information and the intelligence behind it will be understood. ArcGIS is the software program used for the course.

COURSE OUTCOMES:
- Learn about fundamentals of geographical information system software
- Learn the fundamentals ArcGIS software
- Understand symbolizing features and rasters
- Be able to label features, query data, join and relate tables
- Be able to selecting features by location
- Utilize ArcGIS to analyze spatial data
- Utilize ArcGIS to project data, create features, geocode addresses, and create maps

REQUIRED TEXT/MATERIALS: “Getting to Know ArcGIS”
OUTLINE: [Topics taught by week 1-11.]

Week 1:  Day 1: Introductions and software setup  
            Ch. 1 Introducing GIS  
            Ch 2 Introducing ArcGIS Desktop  
            Day 2: Ch. 3Exploring ArcMap

Week 2:  Day 1: Holiday  
            Day 2: Ch. 4 Exploring ArcCatalog  
            Quiz 1(1-4)

Week 3:  Day 1: Ch. 5 Symbolizing features and rasters  
            Day 2: Ch. 6 Classifying features and rasters  
            Quiz 2(5-6)

Week 4:  Day 1: Ch.7 Labeling Features  
            Day2: Ch. 8 Querying Data  
            Quiz 3(7-8)

Week 5:  Day 1: Ch. 9 Joining and Relating tables  
            Day 2: Ch 10 Selecting Features by Location  
            Quiz 4(9-10)

Week 6:  Day 1: Ch 11 Preparing Data for analysis  
            Ch 12 Analyzing Spatial Data  
            Day 2: Ch13 Projecting data  
            Quiz 5(11-13)  
            Midterm Ch 1-13

Week 7:  Day 1: Holiday  
            Day 2: Ch 14 Building Geodatabases  
            Ch 15 Creating Features  
            Quiz 6(14-15)

Week 8:  Day 1: Ch 16 Creating and Editing Data  
            Day 2: Ch 17 Geocoding Addresses  
            Quiz 7(16-17)

Week 9:  Day 1: Ch 18 Making Maps from templates  
            Day 2: Ch 19 Making Maps, Ch 20 Creating Models  
            Quiz 8(18-20)

Week 10: Review and Final Project

Week 11: Final
Document brought forward by: Clay Baumgartner

X Date 10/11/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number GIS 134 Course Name GIS I

Student need for course:

Course Information:

☐ AA ☒ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 30

Replacement course for: Course Number: DRF 134 Title: GIS I

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Director of Curriculum Support Vice President of Instruction
Document brought forward by: Clay Baumgartner

Date  11/2/2013
Supervisor Signature (Please type in the box with the X by it.)

Revise    Division: CTE
Reactivate  Department: Computer & Engineer
Delete  Program: Engineering

Current course number  DRF 245  Revised Course Number  ENGR 245

Current Course Title  Engineering Graphics  Revised Course Title  Engineering Graphics

Credits 3  Revised Credits  3

Lecture Hrs/Wk 2  Revised Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 2  Revised Lec /Lab Hrs/Wk 2
Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites  DRF 112  Revised Banner/Instruc. Prerequisites  DRF 112

Co-requisites  _____  Revised Co-requisites  _____

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Spring  Revised Terms Offered Spring

Proposed implementation date: Term Fall Year  2014  Grading Option A-F  Load Factor 3.4

Reason for request: Only change is to revise prefix from DRF to ENGR to reflect the transfer nature of the course and to better reflect engineering graphics content of course. No changes to course content.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $ 0

No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: DRF 245  
Course Credit: 3  
Lecture Hrs/wk: 2  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 2  
Practicum Hrs/Wk: 0  
Clock Hours: 44  
Length of Course: 11 weeks  
Banner enforced Prerequisite: DRF 112  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor:  
Activity Code:  
CIPS:  

Course Title: Engineering Graphics  
Developed By: Clay Baumgartner  
Development Date: 2009  
Revision Date: November 2013  

COURSE DESCRIPTION: This course is an introduction to technical graphics as used for the communication of concepts in design and manufacturing, with practical applications using solid modeling software to capture design intent and to generate engineering drawings. SolidWorks is the computer software used for the course.

COURSE OUTCOMES:

- Ability to describe and utilize both scientific and empirical foundations for engineering design
- An understanding of basic geometrical relationships; parallelism, perpendicularity, angularity, collinearity and concentricity
- Facility with the standard units of length used in industry, inches and millimeters, and the expression of fractional and decimal values.
- Ability to use industry-standard Computer Aided Design (CAD) software to model solid objects proceeding from basic sketching techniques to creation of solid features through extensions, cuts, rotations, patterns and sweeps
- Methodical and progressive use of CAD functions to capture the design intent of solid features through the use of extrusions, cuts, rotations, patterns and sweeps.
- Ability to create and read an engineering drawing using standard views, and both conventional and GD&T dimensioning and tolerance techniques to describe form, orientation, and location accurately.

REQUIRED TEXT/MATERIALS:

1) Current edition of “Parametric Modeling with SolidWorks”, by Randy Shih (OIT), SDC Publications
2) “SolidWorks 2011”, by Sham Tickoo, CADCIM Technologies (recommended)
**OUTLINE:** [Topics taught by week 1-11.]

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<th>Topic</th>
<th>Reading Ch.</th>
<th>Homework Set</th>
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<td>#1</td>
<td>Geometric Modeling, Parametric Modeling Fundamentals, Constructive Solid Geometry Concepts</td>
<td>Rd. Ch. 1, 2, &amp; 3</td>
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<td>Feature Design Tree, Geometric Relationships</td>
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<td>Geometric Construction Tools</td>
<td>Rd. Ch. 6, 7</td>
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<td>Part Drawings and Associate Functionality</td>
<td>Rd. Ch. 8</td>
<td><strong>Homework Set 4</strong></td>
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<td>Reference Geometry and Auxiliary Views, Symmetrical Features in Designs</td>
<td>Rd. Ch. 9, 10</td>
<td><strong>Homework Set 5</strong></td>
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<td>#6</td>
<td>Advanced 3D Construction Tools Assembly Modeling – Putting it All Together</td>
<td>Rd. Ch. 11 Rd. Ch. 12</td>
<td><strong>Homework Set 6</strong></td>
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<td>#7</td>
<td>Advanced 3D Construction Tools</td>
<td>Rd. Ch. 13</td>
<td><strong>Homework Set 7</strong></td>
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<td>Week #8</td>
<td>Assembly Modeling – Putting it All Together</td>
<td>Rd. Ch. 14</td>
<td>Homework Set 8</td>
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<td>Week #9</td>
<td>Review</td>
<td>Rd. Ch. 15</td>
<td>Homework Set 9 Assigned Project</td>
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<td>Week #10</td>
<td>Final Exam Review</td>
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<td>Week #11</td>
<td>Final Exam</td>
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<td>Certified SolidWorks Associate Examination (CSWA)</td>
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Document brought forward by: Clay Baumgartner

X Date 11/02/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number ENGR 245 Course Name Engineering Graphics

Student need for course:

Course Information:

☐ AA ☑ AS ☑ AAS ☐ Below 100 level ☑ Elective ☑ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 30

Replacement course for: Course Number: DRF 245 Title: Engineering Graphics

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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Clay Baumgartner

X Date 11/2/2013
Supervisor Signature (Please type in the box with the X by it.)

Revise Division: CTE
Reactivate Department: Engineering & CIS
Delete Program: Engineering

Current course number CIV 114 Revised Course Number DRF 114

Current Course Title CAD - Civil 3D Revised Course Title CAD – Civil 3D

Credits 3 Revised Credits 3
Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk 2

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites DRF 112 Revised Banner/Instruc. Prerequisites DRF 112

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered S Revised Terms Offered S

Proposed implementation date: Term Fall Year 2013 Grading Option A-F Load Factor 3.4

Reason for request: This course previously had a CIV prefix and the proposal changes prefix back to original prefix. Civil3D is a virtual design software used extensively in the civil engineering, construction engineering, and surveying fields to build three dimensional models of terrain. The course transfers as OSU CCE 203 (new course) and OIT GME 263. A 200-level course number is more representative of the complexity of the course, and the impacts of changing the course number to UCC CIV 214 will be discussed with curriculum committee. The course content has not been changed, but the outline has been updated to facilitate transfer to OSU.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $ 0

No additional instructional costs (staff, materials, equipment, or facilities) are required.
The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

UCC REVISED COURSE OUTLINE Page 2 of 3

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<td>Length of Course:</td>
<td>11 weeks</td>
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<td>Banner enforced Prerequisite:</td>
<td>DRF 113</td>
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<td>Instructor enforced Prerequisite:</td>
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<td>Co-Prerequisite:</td>
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<tr>
<td>Load Factor:</td>
<td>3.4</td>
</tr>
<tr>
<td>Activity Code:</td>
<td>CIPS:</td>
</tr>
</tbody>
</table>

Course Title: Civil3D
Developed By: Clay Baumgartner
Development Date: 2/12/2012
Revision Date: 11/2/2013

COURSE DESCRIPTION:
This course presents the basics of virtual design and 3D models using the Autodesk Civil 3D program to produce drawings for civil engineering and construction projects. Survey field points are input to create base maps and surface models. Drafting practices are used to prepare site plans, layout building sites, and construct drawings of the infrastructure. Use of design and construction information models for making estimates of quantities of costs and for determination of constructability problems.
Registration-Enforced Prerequisites: DRF 113, with a grade of C or better. 2 lecture, 2 lecture/lab hrs/wk. S

COURSE OUTCOMES:
1. Demonstrate ability to import survey data and create 3D surface model and base map of existing conditions
2. Demonstrate ability to read and interpret construction documentation to create 3D models, schedules, tables and construction plans including profiles, elevations, sections and details.
3. Demonstrate ability to use design and construction information models to produce estimates of quantities and costs, and to identify constructability problems.
4. Demonstrate knowledge of how virtual design and construction is used in industry.

REQUIRED TEXT/MATERIALS: Utilize AutoDesk online resources and course handouts.
OUTLINE: [Topics taught by week 1-10.]

Week 1    Introduction, styles and data points
Week 2    Base maps, feature lines, breaklines and surfaces
Week 3    Xreferencing, site plans, assemblies, alignments, corridors
Week 4    Grading
Week 5    Sections and profiles
Week 6    Pipe lines
Week 7    Construction drawings
Week 8    Construction drawings
Week 9    Construction takeoffs, quantities and cost estimates
Week 10   Final project
Document brought forward by: Clay Baumgartner

X Date 10/10/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number CIV 114 Course Name Computer Aided Design – Civil 3D

Student need for course:

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 30

Replacement course for: Course Number: DRF 114 Title: Computer Aided Design – Civil 3D

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
MEMORANDUM

To: Curriculum Committee
   Instructional Council

From: Clay Baumgartner, Department Chair, Engineering and CIS Program

Date: October 30, 2013


ENGR 203, ENGR 271 and ENGR 272 are required course for electrical and computer engineering transfer students. UCC transfer students currently must take these courses at Oregon State University the summer prior to beginning at the transfer university.

LBCC can offer these courses online to UCC students. The instructor is the same instructor that teaches the summer courses at OSU.

UCC is exploring the possibility of LBCC hosting the courses for 2014/15. Under a host agreement, UCC students would register as UCC students and the course will be instructed online by the LBCC instructor. If a host agreement is not completed this year, then the UCC engineering program will advise students to take the courses online directly from LBCC.
Course title: ENGR 203 Electrical Fundamentals: Signals and Controls

X _________________________________
Supervisor Signature:

Division  CTE  Department Engineering and CIS  Program Engineering

Course No ENGR 203 Title Electrical Fundamentals: Signals and Controls Terms Offered S

Credits 4 Lecture hrs/wk 3 Lec/Lab hrs/wk 2 Lab hrs/wk  Practicum hrs/wk

Banner Pre-req. MTH 95 Instructor Pre-req. Co-requisites .Length (wks) 11

Proposed implementation date Term  W  Year 2014 Grading Option  A-F  Load Factor 4.4

Catalog Course Description: Covers transient circuit analysis-RL, RC, RLC. Introduces LaPlace Transform and its use in circuit analysis, the transfer function, Bode diagram and two port networks. Prerequisites: ENGR 202 Electrical Fundamentals.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
**Support Course:** Indicate all programs for which this course will be required.

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<thead>
<tr>
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</tbody>
</table>

**Overlap** Indicate departments and courses

None

COURSE DEVELOPED BY Clay Baumgartner DATE: 10/8/2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: ENGR 203
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course: 11 weeks
Banner enforced Prerequisite: ENGR 202
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: CIPS:

Course Title: Electrical Fundamentals: Signals and Controls
Developed By: Clay Baumgartner
Development Date: 11/3/2013
Revision Date:

COURSE DESCRIPTION:

To provide the opportunity for students to become acquainted with some new concepts, such as transient analysis, 2-port networks, analysis by Laplace Transform, and analysis by Fourier Transform. To create a problem-solving environment similar to that which the student will encounter after graduation, namely, a requirement to solve problems which are unfamiliar to the student.
COURSE OUTCOMES:

Students must demonstrate the ability to:

1. Apply the Laplace transform to analyze the transient behavior of electrical circuits in response to unit-step and unit-impulse inputs.
2. Apply the principles of superposition, transfer functions and convolution to analyze filter circuits.
3. Obtain Bode diagrams for higher order filter circuits with both simple and complex poles and zeros.
4. State the concept of two-port networks and their interconnections and demonstrate the derivation of Z-, Y-, h- and a-parameters.
5. Use the Fourier series to represent non-sinusoidal functions in terms of multiple sine waves.
6. Use simulation tools, including SPICE, to compute the performance of complex passive networks.

Demonstrate the ability to provide a solution that indicates understanding of the problem, its requirements, and its constraints. This is demonstrated by your ability to formulate the problem, plan and design the solution, and solution quality is efficient and correct.

1. **Outcome:** Representation of problem and complete identification of relevant facts, indicating full understanding, required to solve the problem. **Indicator:** Problem is clearly and correctly stated. All goals, givens, and unknowns are identified.
2. **Outcome:** Planning strategy and refinement of goals that will lead to a correct solution for the problem. **Indicator:** Detailed and clear planning. Completed goal refinement, task identification, and parameter representation.
3. **Outcome:** Design strategy and problem specifications that will lead to a good quality solution to the problem. **Indicator:** Complete problem decomposition, organization, and detailed specifications.
4. **Outcome:** Will suited solution is produced. **Indicator:** Most appropriate algorithms, methods, and constraints for this problem situation are chosen.
5. **Outcome:** Appropriate solution is produced. **Indicator:** Correct solution specifications, process and results consistent with problem requirements.

REQUIRED TEXT/MATERIALS:


OUTLINE: [Topics taught by week 1-10.]

Topics:

Chapter 6 – First- and Second-Order Transient Circuits
Chapter 12 – The Laplace Transform
Chapter 13 – Application of the Laplace Transform to Circuit Analysis
Chapter 14 – Fourier Analysis Techniques

Week 1  1st Order Transients
Week 2  2nd Order Transients
Week 3  Laplace Transform
Week 4  Laplace Transform Methods
Week 5  Midterm Review and Exam
Week 6  Techniques
Week 7  Convolutions
Week 8  Fourier Series
Week 9  Fourier Transform
Week 10 Fourier Methods
New Course title: ENGR 203 Electrical Fundamentals: Signals and Controls

Supervisor Signature:

ENGR 203 Electrical Fundamentals: Signals and Controls

Student need for course: Required course for electrical and computer engineering transfer students. UCC transfer students currently must take this course the summer prior to beginning at the transfer university.

Course Information:

☐ AA  ☑AS  ☐AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☒ AAOT (Area of distribution): _____________

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

Course will initially be hosted at LBCC and offered as an online course. If enrollment exceeds 12 students, then consideration would be made at that time as to whether to offer course at UCC.

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 12

Replacement course for: Course Number: ___________ Title:

Disposition: Signature Date Recommendation

_________________________  ____________________________
Curriculum Committee Chair Vice President of Instruction
Course title: ENGR 271 Digital Logic Design

X______________________________
Supervisor Signature:

Division  CTE  Department Engineering and CIS  Program Engineering

Course No ENGR 271 Title Digital Logic Design Offered S

Credits 3 Lecture hrs/wk 0 Lec/Lab hrs/wk 0 Lab hrs/wk Practicum hrs/wk

Banner Pre-req. ENGR 201 Instructor Pre-req. Co-requisites .Length (wks) 11

Proposed implementation date Term  W  Year 2014 Grading Option  A-F  Load Factor 3

Catalog Course Description: Provides an introduction to digital logic and state machine design. Covers logic design, including logic gates, gate minimization methods and design with standard medium scale integration (MSI) logic circuits. Includes basic memory elements (flip-flops) and their use in simple-state machines. Prerequisites: ENGR 201 Electrical Fundamentals I.

VOCA TIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department

☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)
Support Course: Indicate all programs for which this course will be required.

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</table>

Overlap: Indicate departments and courses

None

COURSE DEVELOPED BY Clay Baumgartner DATE: 10/8/2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: ENGR 271
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: ENGR 201
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3
Activity Code:
CIPS:

Course Title: ENGR 271 Digital Logic Design
Developed By: Clay Baumgartner
Development Date: 11/3/2013
Revision Date:

COURSE DESCRIPTION:
This course is an introduction to digital logic and state machine design. It is a first course in this topic and requires electronic circuit knowledge. Students are introduced to logic design including gates, gate minimization methods, and design with standard Medium Scale Integration (MSI) logic circuits. Basic memory elements (flip-flops) and their use in simple state machines is covered. Students are required to use personal computers to do projects involving schematic entry and logic simulation.
COURSE OUTCOMES:

1. Map the high-level description of a digital system into a binary description. (ABET: a, m)
2. Analyze and design combinational systems using standard gates and minimization methods. (ABET: a, c, n)
3. Analyze and design combinational systems composed of standard combinational modules, such as multiplexers and decoders. (ABET: a, c, n)
4. Analyze and design simple synchronous sequential systems. (ABET: a, c, n)
5. Analyze and design sequential systems composed of standard sequential modules, such as counters and registers. (ABET: a, c, n)
6. Analyze and design simple systems composed of programmable logic, such as ROM and PLA. (ABET: a, c, n)
7. Perform basic arithmetic operations with signed integers represented in binary. (ABET: a, m, n)

REQUIRED TEXT/MATERIALS:


OUTLINE: [Topics taught by week 1-10.]

Week 1   Number Systems
Week 2   Boolean Algebra
Week 3   Canonical & Standard Forms
Week 4   Simplification
Week 5   Midterm Review and Exam
Week 6   Combinational Logic
Week 7   Combinational Logic
Week 8   Sequential Logic
Week 9   State Machine Design
Week 10  Registers & Counters
New Course title: ENGR 271 Digital Logic Design

Supervisor Signature: 
ENGR 271 Digital Logic Design

Student need for course: Required course for electrical and computer engineering transfer students. UCC transfer students currently must take this course the summer prior to beginning at the transfer university.

Course Information:

☐ AA  ☑ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☒ AAOT (Area of distribution): ______________

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

Course will initially be hosted at LBCC and offered as an online course. If enrollment exceeds 12 students, then consideration would be made at that time as to whether to offer course at UCC.

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:
b. Current program: 12

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

________________________________________  _______________________________________
Curriculum Committee Chair Vice President of Instruction
Course title: ENGR 272 Digital Logic Design Lab

X ____________________________________________
Supervisor Signature:

Division  CTE   Department Engineering and CIS   Program Engineering

Course No ENGR 272 Title Digital Logic Design Lab  Offered S

Credits 0 Lecture hrs/wk 0 Lec/Lab hrs/wk 2 Lab hrs/wk Practicum hrs/wk

Banner Pre-req. ENGR 201 Instructor Pre-req. Co-requisites .Length (wks) 11

Proposed implementation date Term  W  Year 2014 Grading Option  A-F  Load Factor 1.4

Catalog Course Description: A lab to accompany ENGR 271 Digital Logic Design. Illustrates the topics covered in ENGR 271 using computer-aided design, verification tools and prototyping hardware. Prerequisite: ENGR 201 Electrical Fundamentals: DC Circuits.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree(cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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<tr>
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Overlap: Indicate departments and courses

None

COURSE DEVELOPED BY Clay Baumgartner DATE: 10/8/2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
COURSE OUTLINE – Page 1 of

Course No: ENGR 272
Course Credit: 1
Lecture Hrs/wk: 0
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk: 0
Clock Hours: 22
Length of Course 11 weeks
Banner enforced Prerequisite: ENGR 201
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 1.4
Activity Code:
CIPS:

Course Title: ENGR 272 Digital Logic Design Lab

Developed By: Clay Baumgartner
Development Date: 11/3/2013
Revision Date:

COURSE DESCRIPTION:

A lab to accompany ENGR 271 Digital Logic Design. Illustrates the topics covered in ENGR 271 using computer-aided design, verification tools and prototyping hardware. Prerequisite: ENGR 201 Electrical Fundamentals: DC Circuits.
COURSE OUTCOMES:

1. Map the high-level description of a digital system into a binary description. (ABET: a, m)
2. Analyze and design combinational systems using standard gates and minimization methods. (ABET: a, c, n)
3. Analyze and design combinational systems composed of standard combinational modules, such as multiplexers and decoders. (ABET: a, c, n)
4. Analyze and design simple synchronous sequential systems. (ABET: a, c, n)
5. Analyze and design sequential systems composed of standard sequential modules, such as counters and registers. (ABET: a, c, n)
6. Analyze and design simple systems composed of programmable logic, such as ROM and PLA. (ABET: a, c, n)
7. Perform basic arithmetic operations with signed integers represented in binary. (ABET: a, m, n)

REQUIRED TEXT/MATERIALS:


COURSE OUTLINE – Page 2 of 2

OUTLINE:  [Topics taught by week 1-10.]

Week 1  TEKBOT Assembly
Week 2  TEKBOT Assembly
Week 3  Logic with 7400-series Chips
Week 4  Basic Combinational Logic
Week 5  No Lab
Week 6  Custom Remote Control
Week 7  Seven Segment Encoder
Week 8  No Lab
Week 9  Remote Control with Memory
Week 10 State Machines
New Course title: ENGR 272 Digital Logic Design Lab

X________________________________________
Supervisor Signature:

ENGR 272 Digital Logic Design Lab

Student need for course: Required course for electrical and computer engineering transfer students. UCC transfer students currently must take this course the summer prior to beginning at the transfer university.

Course Information:

☐ AA  ☒ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☒ AAOT (Area of distribution): ______________

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

Course will initially be hosted at LBCC and offered as an online course. If enrollment exceeds 12 students, then consideration would be made at that time as to whether to offer course at UCC.

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program: 12

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

___________________________________________________________________________
Curriculum Committee Chair Vice President of Instruction
MEMORANDUM

To: Curriculum Committee
   Instructional Council

From: Clay Baumgartner, Department Chair, Engineering and CIS Program

Date: October 30, 2013

Re: New Courses “CS160 Orientation to Computer Science” and “CS260 Data Structures”, Engineering Program

One of the main branches of engineering is “Electrical and Computer Engineering”. The transfer curriculum has heavy emphasis on computer science courses. Transfer students in Electrical and Computer Engineering take most of the computer science courses needed for transfer as a computer science major.

UCC and LCC have reached an agreement for LCC to host CS 160, CS 161, CS 162, and CS 260 as online courses. Under the agreement UCC students will register as UCC students and the course will be offered online through LCC. The courses available as either online or hybrid offerings – students can attend labs at LCC if needed but not are not required to attend labs.

The courses must be approved by UCC Curriculum Committee and Instructional Council in order for students to register through UCC. CS 161 and CS 162 were approved previously. However, CS 160 and CS 260 need CC/IC approval. The attached new course information is based on the information provided by LCC.

As a general note, there are only two other CS courses need for a transfer specifically in computer science – these are CS271 and CS275 (six CS courses total). UCC students can currently dual enrollment and take these two courses online at OSU. We are working as a department to develop a UCC AS offering with emphasis in Computer Science for 2015/16.
Course title: CS 160 Orientation to Computer Science

X________________________________________
Supervisor Signature:

Division  CTE  Department Engineering and CIS  Program Engineering

Course No CIS 160 Title Orientation to Computer Science Terms Offered FWS

Credits 4 Lecture hrs/wk 3 Lec/Lab hrs/wk 2 Lab hrs/wk  Practicum hrs/wk

Banner Pre-req. MTH 95 Instructor Pre-req.  Co-requisites  .Length (wks) 11

Proposed implementation date Term  W  Year 2014 Grading Option  A-F  Load Factor 4.4

Catalog Course Description:  This course explores the discipline and profession of computer science. It provides an overview of computer hardware architecture, the study of algorithms, software design and development, data representation and organization, ethics and the history of computing and its influences on society. The student is exposed to both low-level and high-level programming languages. May be offered online. Banner Enforced Prerequisite: MTH 095

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)
### Support Course:
Indicate all programs for which this course will be required.

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</table>

**Overlap**  
Indicate departments and courses  
None

COURSE DEVELOPED BY Clay Baumgartner DATE: 10/8/2013

**ATTACH the documents below:**

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: CS 160
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: MTH 95
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Orientation to Computer Science

Developed By: Clay Baumgartner
Development Date: 11/3/2013
Revision Date:

COURSE DESCRIPTION:

This course explores the discipline and profession of computer science. It provides an overview of computer hardware architecture, the study of algorithms, software design and development, data representation and organization, ethics and the history of computing and its influences on society. The student is exposed to both low-level and high-level programming languages. May be offered online.
COURSE OUTCOMES:

1. Describe a computer's hardware components and interactions, analyze and problem-solve hardware configuration issues

2. Describe the role of an operating system and its major subsystems, analyze and problem-solve operating system configuration issues

3. Describe programming methodologies, analyze and problem-solve basic programming issues, describe current programming methodologies

4. Describe how programming languages are implemented, including the translation process from high-level to machine-level code

5. Describe computer networks and communication technologies, describe the current network market

6. Describe systems of computer and network use, describe social contexts and cultures of computer use, understand the role, elements, types and development of computer information systems in organizations

7. Describe the computing discipline as it relates to Computer Science, Electrical Engineering, Computer Engineering, Software Engineering, Information Technology and Information Systems

REQUIRED TEXT/MATERIALS:

ISBN10: 1449672841, or most current edition
OUTLINE: [Topics taught by week 1-10.]

Week 1  The information layer, computer systems and social context - the history, its elements and types of information systems

Week 2  Computing as a tool and discipline - usage of the computer and the computer disciplines that support it

Week 3  The Hardware Layer - the basics of how a computer works, how data is stored and architecture models

Week 4  Programming and algorithm development - styles of programming, algorithm development, types of languages and language translation

Week 5  Review and Midterm

Week 6  The Operating System Layer - its role and operations

Week 7  The Operating System Layer - its role and operations

Week 8  The Applications Layer - from desktop programs to large transaction systems

Week 9  The Communications Layer - network technologies and the Internet

Week 10  Review
New Course title: CS 160 Orientation to Computer Science

X________________________________________

Supervisor Signature:

CS 160 Orientation to Computer Science

Student need for course: Computer science course for Electrical and Computer Engineering students and for students interested in transferring in computer science.

Course Information:

☐ AA    ☑ AS    ☐ AAS    ☐ Below 100 level    ☐ Elective    ☐ Certificate

☑ AAOT (Area of distribution): ________________

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

Course is hosted by LCC. Will be offered online to UCC students.

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Will increase enrollment in engineering program.

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

_________________________________________________________________________

Curriculum Committee Chair Vice President of Instruction
Course title: CS 260 Data Structures

X________________________________________
Supervisor Signature:

Division  CTE  Department  Engineering and CIS  Program  Engineering

Course No CIS 260 Title Data Structures Terms Offered S

Credits 4 Lecture hrs/wk 3 Lec/Lab hrs/wk 2 Lab hrs/wk Practicum hrs/wk

Banner Pre-req. MTH 95 Instructor Pre-req. Co-requisites Length (wks) 11

Proposed implementation date Term  W  Year 2014 Grading Option A-F Load Factor 4.4

Catalog Course Description: This course is intended primarily for students seriously interested in computer science. Students will demonstrate the usage of using advanced data structures, including linked-lists and tree structures using pointers, and advanced structure programming methods through a variety of programming projects. Course may be offered online. Banner Enforced Prerequisite: CS162 and MTH 111 or higher of instructor approval.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)
Support Course: Indicate all programs for which this course will be required.

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Overlap: Indicate departments and courses
None

COURSE DEVELOPED BY Clay Baumgartner DATE: 10/8/2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: CS 260
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 weeks
Banner enforced Prerequisite: CS162 and MTH111
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code:
CIPS:

Course Title: Data Structures

Developed By: Clay Baumgartner
Development Date: 11/3/2013
Revision Date:

COURSE DESCRIPTION:

This course is intended primarily for students seriously interested in computer science. Students will demonstrate the usage of using advanced data structures, including linked-lists and tree structures using pointers, and advanced structure programming methods through a variety of programming projects. Course may be offered online. Banner Enforced Prerequisite: CS162 and MTH 111 or higher of instructor approval.
COURSE OUTCOMES:

1. Define and implement data structures including stacks, queues, linked lists, trees, hash tables, and graphs.
2. Program recursively and define how recursion works
3. Measure and analyze algorithms for efficiency considerations
4. Define and implement multiple search and sort algorithms
5. Select the appropriate data structure and algorithm for a given problem

REQUIRED TEXT/MATERIALS:

OUTLINE: [Topics taught by week 1-10.]

Week 1   Introduction, Arrays, Simple Sorts

Week 2   Stacks and Queues as implemented using arrays (Single and double ended queues, priority queues)

Week 3   Linked Lists, how to implement them (single linked, double linked, single ended, double ended, circular), how to implement stacks and queues using them

Week 4   Recursion, Partitioning, Shell & Quick Sort

Week 5   Binary trees, how to implement them, traversals, conversion from infix to postfix to prefix, binary search trees

Week 6   Red Black Trees, 234 Trees, Midterm

Week 7   Hash Tables & Heaps -- how to use heaps for heapsort, priority queues

Week 8   Graphs in general, directed graphs specifically, breadth first and depth first traversals, min-spanning trees

Week 9   Weighted graphs

Week 10 Intractable problems, P & NP, Review
New Course title: CS 260 Data Structures

Supervisor Signature:

CS 260 Data Structures

Student need for course: Required course for Electrical and Computer Engineering Majors and course for students interested in transferring in computer science related majors.

Course Information:

- [ ] AA
- [X] AS
- [ ] AAS
- [ ] Below 100 level
- [ ] Elective
- [ ] Certificate
- [X] AAOT (Area of distribution): __________

Cost of this course:

- [X] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):
  
  Hosted by LCC. Students will take course online

- [ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

   a. Student enrollment in other courses: None.

   b. Current program: Will increase enrollment in engineering program

Replacement course for: Course Number: _________ Title: _________

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
It is agreed that students transferring from Umpqua Community College (UCC) with the Certificate in Geographic Information Systems or with select courses below to Oregon Institute of Technology’s (Oregon Tech) Bachelor of Science in Geomatics, Surveying Option (GMS) program will be given full credit for all selected courses listed below. This agreement is based on the evaluation of the rigor and content of the general education and technical courses at both UCC and Oregon Tech, and is subject to a yearly reevaluation by both schools for continuance. This agreement is dated ____________________________.

Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division is defined as 300- and 400-level classes at a bachelor’s degree granting institution. Baccalaureate students at Oregon Tech must complete 45 credits from Oregon Tech before a degree will be awarded.

Students are responsible for notifying the Oregon Tech Admissions and Registrar’s Office when operating under an articulation agreement to ensure their credits transfer as outlined in this agreement. In order to utilize this agreement students must be attending Umpqua Community College during the above catalog year. Students must enroll at Oregon Tech within three years of this approval.

By____________________________  By_____________________________

Marla R. Edge  
Director, Academic Agreements  
Oregon Institute of Technology

Wendy Ivie  
University Registrar  
Oregon Institute of Technology

Jack A. Walker  
Department Chair, Geomatics  
Oregon Institute of Technology
<table>
<thead>
<tr>
<th>Umpqua Community College Course Number &amp; Title</th>
<th>Qtr. Units</th>
<th>Oregon Institute of Technology Course Number &amp; Title</th>
<th>Qtr. Units</th>
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<tbody>
<tr>
<td>BA 226 Business Law I</td>
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<tr>
<td>DRF 112 Computer Aided Drafting (CAD) I</td>
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<td>CE 203 Engineering Graphics</td>
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<td>DRF 134 Introduction to GIS</td>
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<td>GME 134 Introduction to GIS</td>
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<td>SUR 161 Plane Surveying I</td>
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<td>SUR 162 Plane Surveying II</td>
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<td>SUR 242 Land Description and Cadastre</td>
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<td>GME 242 Land Description/Casdastre</td>
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<tr>
<td>DRF 114 Civil 3D</td>
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<td>GME 264 Digital Design for Surveying</td>
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<tr>
<td>MTH 112 Elementary Functions</td>
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<td>MATH 112 Trigonometry</td>
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<tr>
<td>MTH 243 Intro to Probability &amp; Statistics$^4$</td>
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<td>MATH 361 Statistical Methods I</td>
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<td>MTH 251 Calculus I</td>
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<td>MATH 251 Differential Calculus</td>
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<td>MTH 252 Calculus II</td>
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<td>MATH 252 Integral Calculus</td>
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<td>MTH 253 Calculus III</td>
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<td>MATH 253N Sequences and Series</td>
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<td>MTH 254 Vector Calculus I</td>
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<td>MTH 256 Differential Equations$^4$</td>
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<td>MTH 261 Linear Algebra</td>
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<tr>
<td>PHY 211 General Physics (Calculus)</td>
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<td>PHY 221 General Physics with Calculus Math/Science elective</td>
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<td>PHY 212 General Physics (Calculus)</td>
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<td>PHY 222 General Physics with Calculus Math/Science elective</td>
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<td>PHY 213 General Physics (Calculus)</td>
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<td>SP 111 Fund of Public Speaking</td>
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<td>WR 121 English Comp: Intro to Argument</td>
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<td>WRI 121 English Composition</td>
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<td>WR 122 English Comp: Style &amp; Argument</td>
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<td>WRI 122 Argumentative Writing</td>
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<td>Humanities elective</td>
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<td>Social Science elective</td>
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<td><strong>Total UCC Credits</strong></td>
<td><strong>102</strong></td>
<td><strong>Total Oregon Tech Degree Credits</strong></td>
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</table>
Courses not required for UCC’s Surveying and Geomatics degree but are required for Oregon Tech’s Bachelor of Science in Geomatics, Surveying Option and can be taken at UCC or Oregon Tech.

<table>
<thead>
<tr>
<th>Humanities elective</th>
<th>6</th>
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<tbody>
<tr>
<td>Science elective</td>
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<td>Science elective</td>
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<tr>
<td>SP 219 Small Group Discussion</td>
<td>3</td>
<td>SPE 321 Small Group/Team Comm</td>
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<td><strong>Total UCC additional credits</strong></td>
<td><strong>13</strong></td>
<td><strong>Total Oregon Tech Degree Credits</strong></td>
<td><strong>13</strong></td>
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</table>

Courses listed below are also required for the Bachelor of Science in Geomatics, Surveying Option, to be taken at Oregon Tech.

<table>
<thead>
<tr>
<th>Oregon Institute of Technology Course Number &amp; Title</th>
<th>Qtr Units</th>
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</thead>
<tbody>
<tr>
<td>GIS 316 Geospatial Vector Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>GME 175 Computations and Platting</td>
<td>4</td>
</tr>
<tr>
<td>GME 241 Boundary Law I</td>
<td>3</td>
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<tr>
<td>GME 343 Boundary Surveys</td>
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<tr>
<td>GME 351 Construction/Engineering Surveying</td>
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<tr>
<td>GME 355 Digital Photogrammetry</td>
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<td>GME 372 Subdivision Planning and Platting</td>
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<td>GME 425 Remote Sensing</td>
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<td>GME 434 Land Administration for Sustainability</td>
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<td>GME 451 Geodesy</td>
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<td>GME 452 Map Projections</td>
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<td>GME 466 Boundary Law II</td>
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<td>MGT 345 Engineering Economy</td>
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<td>MIS 118 Programming Fundamentals</td>
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<tr>
<td>MIS 275 Introduction to Relational Databases</td>
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<tr>
<td>MIS 341 Relational Database Design I</td>
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<tr>
<td>WRI 327 Advanced Technical Writing</td>
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</tbody>
</table>
1. To maximize useable credits toward the GMS degree, the listed courses are recommended.
2. Excess credits will transfer to Oregon Tech as general electives with the exception of developmental course work; however these credits will \textbf{not} count towards the GMS degree.
3. Oregon Tech requires 9 humanities credits. However, only 3 humanities credits can be studio/performance based.
4. Does not count toward upper-division requirement.
5. Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division is defined as 300- and 400- level classes at a bachelor’s degree granting institution.
6. Oregon Tech’s Bachelor of Science in Geomatics, Surveying Option requires 181 total credits.