**Instructional Council**  
**Meeting Agenda**  
3:300 PM-5:00 PM  
November 12, 2013  
SNY 15

Roxanne Kelly, VPI  
Lisa Fields (Sec.)  
Jason Aase  
Debbie Hill  
Jesse Morrow  
Martha Joyce  
Marie Gambill  
Rick Aman  
David Farrington  
Ali Mageehon  
Cheryl Yoder  
Pet Bober  
Mandie Pritchard  
Paula Usrey  
Amy Fair  
Sandy Hendy  
Susan Rochester  
David Hutchison  
Chris Grant  
Ken Carloni  
Dee Winn  
Michelle Bergmann  
Joan Campbell  
Clay Baumgartner

Approval of Instructional Council Minutes- October 12, 2013

Approval of Instructional Council Agenda- November 12, 2013

**Curriculum Committee Consent Agenda**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Revisions/Outlines</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 221</td>
<td>General Chemistry</td>
<td>Adding Pre-Requisites</td>
<td>Ken Carloni</td>
</tr>
<tr>
<td>MTH 243</td>
<td>Introduction to Probability &amp; Statistics</td>
<td>Mariah Beck</td>
<td></td>
</tr>
<tr>
<td>MTH 251</td>
<td>Calculus I</td>
<td>Mariah Beck</td>
<td></td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>Paula Usrey</td>
<td></td>
</tr>
<tr>
<td>MED 260</td>
<td>Beginning Medical Transcription</td>
<td>Bettie Wright</td>
<td></td>
</tr>
<tr>
<td>Course Revisions &amp; Outlines</td>
<td></td>
<td>Amy Fair</td>
<td></td>
</tr>
<tr>
<td>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; ENG 250; ENG 253; ENG 254; ENG 255</td>
<td>Embed six (6) Credit of CWE in the Program</td>
<td>Martha Joyce</td>
<td></td>
</tr>
</tbody>
</table>

| Administrative Assistant AAS to Executive Business Assistant AAS | Embed six (6) Credit of CWE in the Program | Martha Joyce |

| CIS Program Descriptions: 2014-2015 Catalog Descriptions Course Revisions & Course Outcomes CIS 090; CIS 092; CIS 094; CIS 096; CIS 096 | | Vincent Yip/John Blackwood |
| ENGR 245- Engineering Graphics | Previously DRF 245 | Clay Baumgartner |
| CIV 114- CAD- Civil 3D | Previously DRF 114 | Clay Baumgartner |
| GIS 134- Introduction to GIS (GIS I) | Previously DRF 134 | Clay Baumgartner |

**New Programs:**

| Wine Business & Entrepreneurship Degree | Chris Lake |


<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Details</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Electrical Technician Career Pathways</td>
<td>Course Outlines Included AUT 100; AUT 151; AUT 155; AUT 161; AUT 168; AUT 169; AUT 170</td>
<td>John Blakely</td>
</tr>
<tr>
<td>Automotive Systems Technician Career Pathways</td>
<td>Course Outlines Included AUT 250; AUT 259; AUT 260; AUT 263; AUT 286; AUT 289</td>
<td>John Blakely</td>
</tr>
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</table>

**New Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>PR 185</td>
<td>PR 185- Pickleball</td>
<td>Cheryl Yoder</td>
</tr>
<tr>
<td>CIS 160</td>
<td>CIS 160- Orientation to Computer Science</td>
<td>Clay Baumgartner</td>
</tr>
<tr>
<td>CIS 260</td>
<td>CIS 260- Data Structures</td>
<td>Clay Baumgartner</td>
</tr>
<tr>
<td>ENGR 203</td>
<td>ENGR 203- Electrical Fundamentals: Signal and Controls</td>
<td>Clay Baumgartner</td>
</tr>
<tr>
<td>ENGR 271</td>
<td>ENGR 271- Digital Logic Design</td>
<td>Clay Baumgartner</td>
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<tr>
<td>ENGR 272</td>
<td>ENGR 272- Digital Logic Design Lab</td>
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**Program Revisions:**

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<th>Program Name</th>
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<tbody>
<tr>
<td>EMT Paramedic Program</td>
<td>Removal of CIS 120</td>
<td>Roger Kennedy</td>
</tr>
</tbody>
</table>

**Information Items:**

- **Work In Progress** - New Curriculum Committee/Instructional Council Forms:
  - Joan Campbell
  - New Program Form: https://docs.google.com/forms/d/1d64mTsPuy_hrEmR5uZLtTeA7Xra_oKbMGXLeRdgZ0Zw/viewform
  - New Course Form:
- https://docs.google.com/forms/d/1UQcF1IViakKChoi-gK_skSGfkes_GgzKDTPZJ1L2ME8/viewform
- **Program Revision Form:**
  https://docs.google.com/forms/d/1Q8EUSBmZmp0aNw1BnfpBFyLY57ZckJtCbGh_sbF_mU/viewform
- **Course Revision Form:**
  https://docs.google.com/forms/d/1J4fpCVnS4cIW5negLb8pnsDF7y-rjX-eEWj57T1bX94/viewform

- UCC & OIT Articulation Degree, Bachelor of Science, Geomatics-Surveying-Clay Baumgartner
- Administrative Med Assistant Program - Bettie Wright
  This Program is 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.
- Next Instructional Council Meeting: **Winter Term**
Instructional Council
Meeting Minutes
3:300 PM-5:00 PM
October 15, 2013
Sny 15

√Roxanne Kelly, VPI√Lisa Fields (Sec.)√Jason Aase√Debbie Hill
Jesse Morrow√Martha Joyce√Marie Gambill√Rick Aman
David Farrington√Ali Mageehon√Cheryl YoderPete Bober
√Mandie Pritchard√Paula Usrey√Amy Fair√Sandy Hendy
√Susan Rochester√David HutchisonChris Grant√Ken Carloni
√Dee Winn√Michelle Bergmann√Joan Campbell√Clay Baumgartner

Approval of Instructional Council Minutes- April 23, 2013 Pages 4-6 M/S/A

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 111-College Algebra</td>
<td>Mariah Beck</td>
</tr>
<tr>
<td>BA 160- Accounting for Managers</td>
<td>Martha Joyce</td>
</tr>
<tr>
<td>BA 124- Business Communications</td>
<td>M/S/A</td>
</tr>
<tr>
<td>RMC Program Revision</td>
<td>Geoffrey Brownell</td>
</tr>
<tr>
<td>NRS 11 To NRS 101 Nursing Assistant</td>
<td>M/S/A</td>
</tr>
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</table>

New Programs:

<table>
<thead>
<tr>
<th>Certificate: Industrial Mechanics and Maintenance Technology Apprenticeship: Saw Filer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Uncheck the first two Other Program Impact boxes as they were incorrectly checked</td>
</tr>
<tr>
<td>• Regarding the “attached” list of proposed courses, the **Saw Filer Electives” should be called “Saw Filer Additional Related Courses”</td>
</tr>
</tbody>
</table>

AAS: Industrial Mechanics and Maintenance Technology Apprenticeship: Saw Filer:

• Uncheck the first two Other Program Impact boxes as they were incorrectly checked
• Regarding the “attached” list of proposed courses, the **Saw Filer Electives” should be called “Saw Filer Additional Related Courses”

Informational:

<table>
<thead>
<tr>
<th>Certificate: Electrician Apprenticeship Technologies</th>
</tr>
</thead>
</table>
- Withdraw the requested proposed changes at this time.

**CERTIFICATE:** Industrial Mechanics & Maintenance Technology Apprenticeship: Machinist, Millwright, &/or Pipe-Fitter
- Change the Effective for Catalog Year and Term from FA 2013 to be FA 2014
- This change will align the electives to the other community colleges that participate in the Oregon Community College Apprenticeship Consortium.

**AAS:** Industrial Mechanics & Maintenance Technology Apprenticeship: Machinist, Millwright, &/or Pipe-Fitter
- Change the Effective for Catalog Year and Term from FA 2013 to be FA 2014
- This change will align the electives to the other community colleges that participate in the Oregon Community College Apprenticeship Consortium

### New Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 63</td>
<td>Using the Scientific Calculator</td>
<td>Mariah Beck</td>
<td>M/S/A</td>
</tr>
<tr>
<td>MTH 93</td>
<td>Using the Graphing Calculator</td>
<td>Mariah Beck</td>
<td>M/S/A</td>
</tr>
<tr>
<td>GS 112</td>
<td>Making Sense of Science</td>
<td>Dale Champion</td>
<td>M/S/A With Changes Edit Needed- course title</td>
</tr>
<tr>
<td>VIN 111</td>
<td>Introduction to Viticulture and Vineyard Establishment</td>
<td>Chris Lake</td>
<td>M/S/A with Changes Updated numbers</td>
</tr>
<tr>
<td>VIN 130</td>
<td>Feasibility of a New Wine Business</td>
<td></td>
<td></td>
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<tr>
<td>VIN 132</td>
<td>Finance and Accounting for Wine Business</td>
<td></td>
<td></td>
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<tr>
<td>VIN 134</td>
<td>Survey of Viticulture and Enology for Wine Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 190</td>
<td>Vineyard Safety</td>
<td></td>
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<tr>
<td>VIN 201</td>
<td>Legal Aspects of Vineyard Operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 202</td>
<td>Legal Aspects of Winery</td>
<td></td>
<td></td>
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</tbody>
</table>
Management
VIN 250- Vineyard Equipment Technology for Entrepreneurs
VIN 250- Marketing Grape
VIN 255- Financial Management for the Vineyard
VIN 260- Winery Equipment Technology for the Entrepreneur
VIN 271- Wine Marketing for Entrepreneurs
VIN 275- Financial Management for the Winery
VIN 276- Advanced Tasting Room Management
VIN 281- Winery Establishment and Design
VIN 285- Human Recourses
VIN 290- Winery Safety
VIN 295- Developing a Business Plan for a Commercial Vineyard/Winery

We will receive money from Vesta consortium to develop the course. Other courses will be developed by partner institution. This integration with Vesta could help our enrollment since we will register additional students from all over...

Financial aid will need to work with Vesta. Students have to be degree seeking students. Matching up with semesters. 20 institutions in consortium. V281 here means 280... 1 updated course and 1 new course at UCC... minutes of meeting for discussion...

Information Items:

- Development of High School Online Courses- Rick Aman While working with HS, dual credit is difficult with small HS, coupling our term with the HS high school semesters. Interest or concerns- delivery of transfer courses to HS students. EOP-our instructors, meet criteria for EOP, delivered longer on semester primarily for HS students. Being responsive to HS partners is important. We would parallel HS... HS schedule ends Jan 20. We hire our faculty to team in their semester basis. the HS would make internet computers available and have a coach or mentoring. This is a first view at this... It could be aligned. An Agreement with HS for how to study, etc... HD 100 first, Principles/Superintendents would know the courses we are offering 2 years out... Age limit- we do have something in our language for the age to be addressed. In HS the age is appropriate.. on campus we are not equip. for campus

- Naming Conventions for Courses- Debbie Hill The title in Banner only has 30 characters. When the titles are abbreviated people may not know the class title. Have an Intro. vs. Introduction, Beg. vs. Beginning, etc. To be discussed at the next Instruction Council.

- Articulation Agreement; Ashford University & UCC- Ali Mageehon

- Credit Hour Policy- Ali Mageehon Our accrediting agency. All colleges to be brought on the books. We define it and what makes it a credit hour... consistent to other colleges policy. Next steps: College Council, EC and the full board

- Webforms Update- Joan Campbell 3 more aviation, automotive, and auto Toyota approved since this list as completed. Side Note: What are the thoughts regarding using Webforms to complete the catalog? The course information should come from webforms. We trust it is correct...

Next Instructional Council Meeting: Tuesday, November 12, 2013 SNY 15
UCC COURSE REVISION FORM - Page 1 of 2

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 completed high school chemistry with an A or B grade 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>
<thead>
<tr>
<th>Course No:</th>
<th>CH 221</th>
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<tbody>
<tr>
<td>Course Credit:</td>
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<tr>
<td>Lecture Hrs/wk:</td>
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<tr>
<td>Lab Hrs/Wk:</td>
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<td>Lecture/Lab Hrs/Wk:</td>
<td>77</td>
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<td>Practicum Hrs/Wk:</td>
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<tr>
<td>Clock Hours:</td>
<td>77</td>
</tr>
<tr>
<td>Length of Course:</td>
<td>11 wks</td>
</tr>
<tr>
<td>Banner enforced Prerequisite:</td>
<td>CH 104, CH 112, GS 105</td>
</tr>
</tbody>
</table>

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
Title: Introduction to Probability and Statistics

X

Supervisor Signature and date:

X

Revise

Division: Arts and Letters

Reactivate

Department: Mathematics

Delete

Program: 

Current course number Mth 243

Revised Course Number Mth 243

Current Course Title Introduction to Probability and Statistics

Revised Course Title Introduction to Probability and Statistics

Credits 4

Revised Credits 5

Lecture Hrs/Wk 4

Revised Lecture Hrs/Wk 5

Banner Prerequisites Mth 105 or 111

Revised Banner Prereq. Mth 105 or 111
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered F,W,S, Su  Revised Terms Offered F,W,S, Su

Proposed implementation date: Term Fall Year 2014
Grading Option A-F Load Factor 5 ILCs

Reason for request: Change from 4 to 5 credits. This change is occurring statewide to better meet student needs.

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

Cost of revision: $3294

☐ 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):

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

A total 4 sections are taught Fall, Winter, Spring, and Summer terms. This will increase the Math budget by 4 ILC’s per year at an estimated cost of $3294 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Introduction to Probability and Statistics

Student need for course:

Increasing Mth 243 to 5 credits will allow:

- **Increased student success**
  Increasing the student contact hours will benefit the students and increase success rates. This is a challenging course, and students often struggle to grasp the concepts covered. The extra contact time will give students more instruction time on these challenging topics which will improve student success and retention.

- **Greater course breadth and depth**
  Mth 243 covers a large amount of material. The faculty will have more time to fully cover the material and to meet the course outcomes.

- **Curriculum improvement**
  Instructors will be able to incorporate more learning activities into the curriculum, and will be able to address a variety of learning styles.

- **Preparing Students for Success in their Field of Study**
  Understanding statistics is important for student success in many fields a study. A switch to 5 credit courses will facilitate students success in programs both here and at transfer schools. Of the 16 other community colleges in Oregon, 3 have revised Mth 243 to 5 credits (Portland CC, Columbia Gorge, and Tillamock). However, 69% of the community colleges in Oregon offer a second term of Statistics (Mth 244). Umpqua Community College does not offer this second term. Mth 243 covers a large amount of material. Increasing the contact hours will help the students to better comprehend the material.

- **Increased faculty-student contact time**
  Increased contact time could have a profound effect on retention and student success. Increased time in class will help students to have a more engaged learning experience. Faculty will have more time to respond to student needs and to adapt the lesson to meet these needs.
Cost of this course:

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

A total 4 sections are taught Fall, Winter, Spring, and Summer terms. This will increase the Math budget by 4 ILC’s per year at an estimated cost of $3294 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

☐ Library resources reviewed __________

☐ Facility/office space/cleaning __________

☐ IT Resources reviewed __________

Course impact on:

a. Student enrollment in other courses:

This course will increase enrollment in other courses due to student success and retention.

Disposition:   Signature       Date       Recommendation

Curriculum Committee Chair ___________________________________________
**Title:** Calculus I

**Supervisor Signature and date:**

- X Revise
  - Division: Arts and Letters

- Reactivate
  - Department: Mathematics

- Delete
  - Program: _____

<table>
<thead>
<tr>
<th>Current course number</th>
<th>Revised Course Number</th>
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<tr>
<td>Mth 251</td>
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<table>
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<tr>
<th>Current Course Title</th>
<th>Revised Course Title</th>
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<tr>
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<td>Calculus I</td>
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<table>
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<th>Revised Lecture Hrs/Wk</th>
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<thead>
<tr>
<th>Banner Prerequisites</th>
<th>Revised Banner Prerequisites</th>
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<tbody>
<tr>
<td>Mth 112</td>
<td>Mth 112</td>
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</table>
Length (Wks) 11

Terms Offered F,W

Proposed implementation date: Term Fall Year 2014

Grading Option A-F

Load Factor 5 ILCs

Reason for request: Change from 4 to 5 credits. This change is occurring statewide to better meet student needs.

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

Cost of revision: $1647.00

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

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

A total of 2 sections are taught Fall and Winter terms. This will increase the Math budget by 2 ILC’s per year at an estimated cost of $1647 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: Calculus I

Student need for course:

Increasing Mth 251 to 5 credits will allow:

- **Increased student success**
  Increasing the student contact hours will benefit the students and increase success rates. This is a challenging course, and students often struggle to grasp the concepts covered. The extra contact time will give students more instruction time on these challenging topics which will improve student success and retention.

- **Greater course breadth and depth**
  Mth 251 covers a large amount of material. The faculty will have more time to fully cover the material and to meet the course outcomes.

- **Curriculum improvement**
  Instructors will be able to incorporate more learning activities into the curriculum, and will be able to address a variety of learning styles.

- **Transferability**
  A switch to 5 credit courses will facilitate students completing degrees and transferring to other schools. Of the 16 other community colleges in Oregon, 50% have revised Mth 251 to 5 credits.

<table>
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<th>Blue Mt</th>
<th>Central or</th>
<th>Chemeketa</th>
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<th>Clatsop</th>
<th>Columbia</th>
<th>Klamath</th>
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</table>
• Increased faculty-student contact time
  Increased contact time could have a profound effect on retention and student success.
  Increased time in class will help students to have a more engaged learning experience.
  Faculty will have more time to respond to student needs and to adapt the lesson to meet these needs.

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

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

A total of 2 sections are taught Fall and Winter terms. This will increase the Math budget by 2 ILC’s per year at an estimated cost of $1647 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

□ Library resources reviewed ____________

□ Facility/office space/cleaning ____________

□ IT Resources reviewed ____________

Course impact on:
  a. Student enrollment in other courses:

This course will increase enrollment in other courses due to student success and retention.

Disposition: □ Signature □ Date □ Recommendation □

Curriculum Committee Chair ________________________________
Document brought forward by: Paula Marie Usrey

X Date October 24, 2013

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

X Revise

Reactivate

Delete

Division: Arts and Sciences

Department: SS, WL, Communication Studies

Program: Communication Studies

Current course number SP111

Revised Course Number ______

Current Course Title Fundamentals of Public Speaking

Revised Course Title ______

Credits 3

Revised Credits 4

Lecture Hrs/Wk 3

Revised Lecture Hrs/Wk 4

Lec /Lab Hrs/Wk 0

Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk 0

Revised Lab Hrs/Wk ______

Practicum 0

Revised Practicum ______

Banner/Instr. Prerequisites 0

Revised Banner/Instruc.

Prerequisites WR 090, RD090 or higher or Placement test

Co-requisites 0

Revised Co-requisites ______

Length (Wks) 11

Revised Length (Wks) ______

Terms Offered F,W,SP,S

Revised Terms Offered SAME

Proposed implementation date: Term Fall Year 2014 Grading Option A-F Load Factor 4

Reason for request: The Oregon Community College Communication Association is supporting a move from 3 to 4 credits for speech communication courses. After a review of the credits offered at the larger community colleges and at public universities, it does appear that the majority of schools are offering at least SP111 for four credits. This course requires a great deal of student performance time. Speaking takes a lot of practice, instruction, and feedback. Students do need more opportunities in class and more instruction to become competent in this area.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS
Cost of revision: Some of these sections are taught by part-time faculty. However, we will raise the cap to at least 25 which will enable us to drop a section and offset increased cost per part-time instructor.

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 SP111 course – at least one plus increased tuition for the extra ILC):

☐ 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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Course Title: Fundamentals of Public Speaking
Developed By: Paula Usrey
Development Date: 10/24/2013
Revision Date: 2013

COURSE DESCRIPTION: (Note: This description is current in the catalog): Preparation and delivery of effective extemporaneous communications. Primary emphasis is on content, organization, audience adaptation, delivery and listening. Recommended Prerequisites: WR 0905 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading.

COURSE OUTCOMES:

1. Gain confidence when speaking in front of a group.
2. Appropriately develop, organize, and deliver ideas for diverse audiences
3. Appropriately communicate in a classroom context
4. Effectively communicate ideas through organizational, delivery, and content development.
5. Improve listening by developing critical evaluation skills.

6. Communicate ideas in a spontaneous, yet organized manner (i.e., impromptu).

7. Demonstrate through oral and written exercises, an understanding and application of speech communication concepts and theories.

8. Recognize and articulate the value of speaking skills related to workplace success

9. Explain and demonstrate ethical communication behaviors


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

Week 1  Orientation / Overview/ Communication model / Speaker’s anxiety

Week 2  Anxiety / Developing ideas and organizational structure/ Personal passion speech

Week 3  Preparation for Informative Speeches – structure, citing sources, audience analysis/ mini informative (resource) speech / speech analysis

Week 4  Preparation for Informative speeches, cont./ developing outlines / impromptu speaking (teams)

Week 5  Individual informative speeches and speech analysis by audience members / report out

Week 6  Discussion on award / acceptance, entertaining speech discussion / delivery, individual Speeches / individual impromptu on award / acceptance

Week 7  Entertaining speeches / manuscript delivery exercise

Week 8  MMS development – arguments, audience needs, Maslow, organizing for persuasive presentations / impromptu

Week 9  Developing the MMS Approach continued / outline development workshop / video analaysis

Week 10 Group or Individual MMS Speeches

Week 11 Final exam
Document brought forward by: Paula Marie Usrey

X                                      Date
Supervisor Signature:

Course Number  SP111    Course Name  Fundamentals of Public Speaking

Student need for course: Required for most transfer. Need for course revision: See attached. Most larger community colleges and the public universities with the larger speech communication programs have moved to 4 credits for the SP111 course. This is a course that involves a lot of student performance time.

Course Information:

☐ AA       ☐ AS       ☐ AAS       ☐ Below 100 level       ☐ Elective       ☐ Certificate
X☐ 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 ___SP111____ course): By raising the cap, we can eliminate a section of SP111. This means that while we will be paying adjuncts an extra ILC, we will be able to offset most, if not all this cost. We will also have increased tuition.

☐ 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: 0

b. Current program: 0

Replacement course for: Course Number:    Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support    Vice President of Instruction
Document brought forward by: Bettie Wright

X Date November 7

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

Revise Division: CTE
Reactivate Department: Business
Delete Program: MOA

Current course number MED260 Revised Course Number ______

Current Course Title Beginning Medical Transcription Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 1 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk 4 Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk 0 Revised Lab Hrs/Wk ______

Practicum 0 Revised Practicum ______

Banner/Instr. Prerequisites OA225,MED111 Revised Banner/Instruc. Prerequisites OA123,MED112

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered S Revised Terms Offered ______

Proposed implementation date: Term S Year 2015 Grading Option A-F Load Factor 3.8

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:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support    Vice President of Instruction
Title: Introduction to Expository Writing

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

Revise Division: A & S

Reactivate Department: Humanities

Delete Program: Writing

Current course number WR115

Revised Course Number WR115

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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 X   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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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
Week 11 Final Exam
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

Current course number WR121  Revised Course Number WR121

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
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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Title: English Composition: Introduction to Argument (WR121)

Student need for course: required composition course

Course Information: AA X   AAS X   AS X   Certificate X   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 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
Week 11 Final Exam
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

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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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 X 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: 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
Week 11 Final Exam
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 4 ILCs

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):
A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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:

☐ 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 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.

Learner 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
Week 11 Final Exam
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 _____  
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
Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 ____________

  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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<th>Recommendation</th>
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Curriculum Committee Chair __________________________________________________
Course Number: WR227
Course Credit: 4
Lecture Hrs/Wk: 4
Clock hrs: 44
Length of Course: 11 wks
Prerequisite (registration enforced): none
Load Factor: 4 ILC
Activity Code: 100
CIPS: 090401

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 ______________________________________________________________________________________
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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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, 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:

☐ 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 ____________________________________________________________
Creative Writing: Short Fiction

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.

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
Week 11   Final Exam
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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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:**

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<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair __________________________________________________________________________
Course Number: WR 242
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: Poetry
Developed By: unknown
Development Date: unknown
Revision Date: October 2013

COURSE DESCRIPTION:
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.

LEARNER OUTCOMES: 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.

REQUIRED TEXT/MATERIALS:
1. 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

COURSE OUTLINE:
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

Current course number WR243               Revised Course Number WR243

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 ______  
Revised Terms Offered no change

Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor 4 ILCs

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):
A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 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

X 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 4 ILCs

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):

   A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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:

☐ 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:

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
Week 11  Final Exam
Title: Introduction to Literature: Drama

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 ENG105  Revised Course Number ENG105

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
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Proposed implementation date: Term Fall Year 2014  
Grading Option no change  
Load Factor 4 ILCs

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):

  A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

- 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:**

☐ 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 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
Week 11  Final Exam
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

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COURSE REVISION FORM - Page 2 of 2

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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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: 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:**

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: 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
Week 11  Final Exam
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 ______ 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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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

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**Disposition:**

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Curriculum Committee Chair ________________________________
Course Number: ENG 107  
Course Credit: 4  
Lecture Hours/Wk: 4  
Lab Hours/Wk: 0  
Clock Hours: 44  
Length of Course: 11 wks  
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: 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 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.

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

COURSE OUTLINE:  
| 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

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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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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.

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: ENG 108
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
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: 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 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 7  Sor Juana Inez de la Cruz, "Reply"
Week 2  Inferno, Cantos 6-16  Week 8  Moliere, Tartuffe
Week 3  Inferno, Cantos 17-28  Week 9  Ibsen, Hedda Gabler
Week 4  Inferno, Cantos 29-34  Week 10  Akhmatova, "Requiem"; Borges, "The Garden of the Forking Paths"
Week 5  Midterm exam; selected poetry of Petrarch  Week 11  Final Exam
Week 6  Selections from Cervantes' Don Quixote
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 ______ 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
Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 ___________

  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: 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 Achebe, 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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 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

Current course number ENG202   Revised Course Number ENG202

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 4 ILCs

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):

   A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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

Disposition: Signature Date Recommendation

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 ____ 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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 ______________________________________________________
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.

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:**

<table>
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<tr>
<th>Week</th>
<th>First Play (example)</th>
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<tr>
<td>1</td>
<td>Measure for Measure</td>
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<td>Measure for Measure</td>
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<td>9</td>
<td>The Tempest</td>
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<td>10</td>
<td>The Tempest</td>
</tr>
<tr>
<td>11</td>
<td>Final Exam</td>
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</tbody>
</table>
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
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):

  A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

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

☐ 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 204
Course Credit: 4
Lecture Hours/Wk: 4
Lab Hours/Wk: 0
Clock Hours: 44
Length of Course: 11 wks
Recommended Prerequisite: WR 095, RD 090 each with a grade of C or better, or appropriate placement test score
Load Factor: 4.0 ILCs
Activity Code: 100
CIPS: 239900

Course Title: Survey of English Literature I
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 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

<table>
<thead>
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<th>Current course number</th>
<th>Revised Course Number</th>
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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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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:**

☐ 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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<th>Signature</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.
### Course Revision Form

**Title:** Survey of English Literature III (ENG206)

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**Supervisor Signature and Date:**

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

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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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

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:
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: Survey of English Literature III
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 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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 Title: Mythology
Developed By: Gregg Smith
Development Date: unknown
Revision Date: October 2013

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
COURSE REVISION FORM - Page 2 of 2

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Proposed implementation date: Term Fall Year 2014
Grading Option no change Load Factor 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

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):

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☐ 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 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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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:**

☐ 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: Survey of American Literature II
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: 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
COURSE REVISION FORM - Page 2 of 2

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 4 ILCs

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):

A combination of fewer sections of the course and fewer sections assigned to each faculty member. WR123 will become less popular with students once they can obtain 8 writing credits from WR121/WR122 alone, and we will cease offering the third term of literature sequences for the same reason (students need 8 credits, not 9, so the third term will become obsolete in our offerings.)

☐ 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 X 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 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.

Disposition: Signature Date Recommendation

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>
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<td>OA124A Keyboarding Skill Enhancement</td>
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<td>Total credits in program</td>
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**Computer Information Systems**

**Associate of Applied Science**

This 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:**

<table>
<thead>
<tr>
<th>Term One (Fall)</th>
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<tbody>
<tr>
<td>CIS 122</td>
<td>Orientation to Programming</td>
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<tr>
<td>CIS 140M</td>
<td>Intro to Microsoft Operating Systems</td>
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<tr>
<td>WR 121</td>
<td>‘English Composition</td>
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<td>BA 151</td>
<td>Practical Accounting I or</td>
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<td>BA 211</td>
<td>Principles of Accounting</td>
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<th>Term Two (Winter)</th>
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<tbody>
<tr>
<td>CIS 133CS</td>
<td>Intro to Programming I</td>
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<tr>
<td>CIS 240M</td>
<td>Installing &amp; Configuring MS Windows Server</td>
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<td>MTH 105 or higher</td>
<td>Mathematics Elective</td>
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<td>WR 122</td>
<td>‘English Composition</td>
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<th>Term Three (Spring)</th>
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<tr>
<td>CIS 151C</td>
<td>Networking Essentials (Cisco 1)</td>
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<tr>
<td>CIS 233CS</td>
<td>Intro to Programming II</td>
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<tr>
<td>CIS 279M</td>
<td>MS Windows Server Admin I</td>
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<tr>
<td>CIS 275</td>
<td>Intro to DBMS I</td>
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<th>Term Four (Fall)</th>
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<tr>
<td>CIS 152C</td>
<td>Introduction to Basic Routers (Cisco 2)</td>
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<tr>
<td>CIS 276</td>
<td>Authoring for the World Wide Web I</td>
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<tr>
<td>CIS 288M</td>
<td>MS Windows Server Admin II</td>
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<th>Term Five (Winter)</th>
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<tbody>
<tr>
<td>CIS 153C</td>
<td>Interim. Switching &amp; routing (Cisco 3)</td>
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<tr>
<td>CIS 284</td>
<td>Network Security Fundamentals</td>
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<tr>
<td>CIS 289M</td>
<td>MS Windows Server Admin III</td>
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<tr>
<td>CIS 295</td>
<td>Authoring for the World Wide Web II</td>
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<th>Term Six (Spring)</th>
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<tbody>
<tr>
<td>CIS 154C</td>
<td>Wide Area Network Protocols (Cisco 4)</td>
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<tr>
<td>CIS 244</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>CIS 280</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations (or equivalent-SDP 112/SP 218))</td>
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<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
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**CIS Elective Courses:**

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<td>CIS 125D</td>
<td>Computer Applications-Database</td>
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<tr>
<td>CIS 125E</td>
<td>Computer Applications-Email</td>
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<tr>
<td>CIS 125R</td>
<td>Computer Applications-Presentation Softw.3</td>
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<tr>
<td>CIS 125S</td>
<td>Computer Applications-Spreadsheet Softw.3</td>
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<tr>
<td>CIS 125W</td>
<td>Computer Applications-Word Processing</td>
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<tr>
<td>BA 152</td>
<td>Practical Accounting II</td>
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<td>BA 212</td>
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<td>CS 161</td>
<td>Computer Science I</td>
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<tr>
<td>CS 162</td>
<td>Computer Science II</td>
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</table>
Title: Computer Skills - Word Processing

X______________________________________________________________
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.

    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 - 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: __________________________

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

X______________________________________________________________
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                           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 - 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
Title: Computer Skills - Windows

X______________________________________________________________
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 _____

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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 - 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:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
</table>

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 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 - Internet

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

**Course Information:**

<table>
<thead>
<tr>
<th>AA</th>
<th>AAS</th>
<th>AS</th>
<th>Certificate</th>
<th>Learning Skill</th>
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</table>

**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**

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
</table>

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 known 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          Division: _____

☐ Reactivate      Department: _____

☒ Delete          Program: _____

Current course number CIS 099               Revised Course Number _____

Current Course Title  Computer Skills - Online Research
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 - 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:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
</table>

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

Not Applicable/ matches to multiple programs, including CIS, Bridge, GED, ABSD, Continuing Education, etc.

### UCC's Learner Outcomes

A. Exhibit professional skills and standards that will lead to workplace or continued academic success (matches to *course outcomes*: 1,2,3,4).

B. Demonstrate satisfactory academic knowledge appropriate to their educational goals (matches to *course outcomes*: 1,3,4).

C. Demonstrate appropriate use of current technology as it relates to their programs of study (matches to *course outcomes*: 2,3,4).

D. Integrate consistent lifelong learning for personal and professional development (matches to *course outcomes*: 1,2,3,4).

### UCC's Mission

Umpqua Community College provides (for our communities):

- accessible… quality education;
- lifelong learning opportunities;
- workforce training.
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.

<table>
<thead>
<tr>
<th>Current Course Designation</th>
<th>Proposed Course Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 134 GIS I</td>
<td>GIS 134 GIS I</td>
</tr>
<tr>
<td>DRF 245 Engineering Graphics</td>
<td>ENGR 245 Engineering Graphics</td>
</tr>
<tr>
<td>DRF 114 Civil 3D</td>
<td>CIV 114 Civil3D</td>
</tr>
</tbody>
</table>
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.
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: 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 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.]

<table>
<thead>
<tr>
<th>Week #1</th>
<th>Geometric Modeling, Parametric Modeling Fundamentals, Constructive Solid Geometry Concepts</th>
<th>Rd. Ch. 1, 2, &amp; 3</th>
<th>Homework Set 1</th>
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<tbody>
<tr>
<td>Week #2</td>
<td>Feature Design Tree, Geometric Relationships</td>
<td>Rd. Ch. 4, 5</td>
<td>Homework Set 2</td>
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<tr>
<td>Week #3</td>
<td>Geometric Construction Tools</td>
<td>Rd. Ch. 6, 7</td>
<td>Homework Set 3</td>
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<tr>
<td>Week #4</td>
<td>Part Drawings and Associate Functionality</td>
<td>Rd. Ch. 8</td>
<td>Homework Set 4</td>
</tr>
<tr>
<td>Week #5</td>
<td>Reference Geometry and Auxiliary Views, Symmetrical Features in Designs</td>
<td>Rd. Ch. 9, 10</td>
<td>Homework Set 5</td>
</tr>
<tr>
<td>Week #6</td>
<td>Advanced 3D Construction Tools, Assembly Modeling – Putting it All Together</td>
<td>Rd. Ch. 11, 12</td>
<td>Homework Set 6</td>
</tr>
<tr>
<td>Week #7</td>
<td>Advanced 3D Construction Tools</td>
<td>Rd. Ch. 13</td>
<td>Homework Set 7</td>
</tr>
<tr>
<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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<tr>
<td>Week #9</td>
<td>Review</td>
<td>Rd. Ch. 15</td>
<td>Homework Set 9 Assigned Project</td>
</tr>
<tr>
<td>Week #10</td>
<td>Final Exam Review</td>
<td>Review</td>
<td></td>
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<tr>
<td>Week #11</td>
<td>Final Exam</td>
<td></td>
<td>Certified SolidWorks Associate Examination (CSWA)</td>
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</table>
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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<th>Disposition:</th>
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<th>Recommendation</th>
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<tr>
<td>Director of Curriculum Support</td>
<td>Vice President of Instruction</td>
<td></td>
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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: Engineering & CIS

Delete Program: Engineering

Current course number DRF 114  Revised Course Number CIV 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 113 Revised Banner/Instruc. Prerequisites DRF 113

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

<table>
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<tr>
<th>Course No:</th>
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<tbody>
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<td>Lecture/Lab Hrs/Wk:</td>
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<td>Practicum Hrs/Wk:</td>
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<td>Clock Hours:</td>
<td>44</td>
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<tr>
<td>Length of Course:</td>
<td>11 weeks</td>
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</table>

Banner enforced Prerequisite: DRF 113
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.4
Activity Code: 210
CIPS: 150201

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

Week 11  Final
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: None

b.  Current program: Should increase enrollment in engineering program

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
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 **DRF 134** Revised Course Number **GIS 134**

Current Course Title **GIS I** Revised Course Title **GIS I**

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<th>Revised Credits</th>
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<td>2</td>
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<th>Revised Lab Hrs/Wk</th>
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</tbody>
</table>

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

Co-requisites ______ Revised Co-requisites ______

Length (Wks) **11** Revised Length (Wks) **11**

Terms Offered Winter Revised Terms Offered 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

☒ 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. 3 Exploring 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
       Day 2: 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: Ch. 13 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

Disposition: Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction
NEW PROGRAM FORM – page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree

X__________________________________ X_____________________________________
Program Director Signature, Chris Lake    Supervisor Signature, Jason Aase

1. Description of Proposed Program

Degree: AAS     X   Approved by Advisory Committee (Minutes Attached):

Division: Arts & Sciences    Department: Viticulture & Enology
Program: Wine Business & Entrepreneurship

Effective for Catalog Year and Term: Fall, 2014

The Wine Business & Entrepreneurship Degree Program at Umpqua Community College will allow students to enroll and transcript through UCC for a degree with the Viticulture and Enology Science and Technology Affiliation VESTA funded by the National Science Foundation. VESTA represents a consortium of 20 participating colleges and universities across the United States. Umpqua Community College has been the coordinator for Oregon since September, 2011 and has agreed to pursue hosting two courses within the VESTA degree offering for Wine Business & Entrepreneurship.

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

A. Repackage one existing course:
   VE 223 Wine Marketing for VESTA Articulation as VIN 271 Winery Marketing for Entrepreneurs.

B. Request New Course Approval:
   VIN 280 Winery Establishment & Design hosted by UCC for articulation with VESTA.

C. Request New Course Approval:
   Articulation of 16 additional courses
   Request for approval and articulation under Umpqua Community College to transcript sixteen established VESTA courses offered through a nationwide consortium of 21 participating colleges and universities. See attachments.

3. Program Outcomes (all courses attached)  Yes.

4. Facility requirements: Courses are online. No new facility use is required.
Department: Viticulture & Enology  
Program: Wine Business & Entrepreneurship  
Degree: AAS Degree in Wine Business & Entrepreneurship

5. Classroom availability: Courses are online. Not Required

6. Instructor requirements:
Existing for VE 223: PT – 3 ILCs/Hrs. New for VIN 280: PT – 3 ILCs/Hrs.
Existing for all Supplementary Courses

Other Program Impact:

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

Course Development and Quality Matters Compliance - $2000 paid by VESTA Grant.

Additional cost to existing UCC courses: No other costs are anticipated that will impact existing UCC courses.

Additional instructional costs:

VE 223 Wine Marketing is an existing online course taught by a UCC employed part-time, adjunct instructor. The only costs to UCC are for course instruction and these will remain unchanged at – 3 ILCs/Hrs @ $492 $1476.00.

VIN 280 Winery Establishment & Design will be a new online course taught by a UCC employed part-time, adjunct instructor. The new cost to UCC are for course instruction will be – 3 ILCs/Hrs @ $492 $1476.00.

All other course offerings do not require any foreseeable costs for development or implementation, other than a possible minor UCC staffing obligation for transcript verification.

Impact to other Divisions in terms of classes and staffing: The new program may result in a minor foreseeable increase in class attendance for General Education courses required as part of the degree program.

Impact to other Divisions in terms of classes and staffing: Projected minimal increase in FTE.

<table>
<thead>
<tr>
<th>Disposition:</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Committee Chair</td>
<td>Vice President of Instruction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROPOSED COURSES: (See Course Outlines Attached)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>CONTENT COURSES</strong></td>
<td><strong>45 Qtr</strong></td>
</tr>
<tr>
<td><strong>Required Core</strong></td>
<td>9 Semester hours or 13.5 Quarter hours</td>
<td></td>
</tr>
<tr>
<td>VIN 130</td>
<td>New Wine Business Feasibility</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>VIN 132</td>
<td>Finance and Accounting for Wine Business</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>VIN 134</td>
<td>Survey of Viticulture &amp; Enology for Wine Business</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td><strong>Program Focus</strong></td>
<td>Select a total 15 Semester hours or 22.5 Quarter hours from a - f</td>
<td></td>
</tr>
<tr>
<td>a. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 190</td>
<td>Vineyard Safety</td>
<td>1 Sem 1.5 Qtr</td>
</tr>
<tr>
<td>VIN 290</td>
<td>Winery Safety</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>b. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 202</td>
<td>Legal Aspects of Vineyard and Winery Operation</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>c. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 251</td>
<td>Marketing Grapes</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>VE 223/ VIN 271</td>
<td>Winery Marketing for Entrepreneurs</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>d. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 250</td>
<td>Vineyard Equipment Technology for Entrepreneurs</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>VIN 260</td>
<td>Winery Equipment Technology for the Entrepreneur</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>e. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 255</td>
<td>Financial Management for the Vineyard</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>VIN 275</td>
<td>Financial Management for the Winery</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>f. Select One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 111</td>
<td>Introduction to Viticulture and Vineyard Establishment</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
</tbody>
</table>
## PROPOSED COURSES: (Continued)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 276</td>
<td>Advanced Tasting Room Management</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>VIN 281</td>
<td>Winery Establishment and Design</td>
<td>2 Sem 3 Qtr</td>
</tr>
<tr>
<td>Required Capstone</td>
<td>6 Semester hours or 9 Quarter hours</td>
<td></td>
</tr>
<tr>
<td>VIN 285</td>
<td>Addressing Human Resources in a Commercial Vineyard/Winery</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
<tr>
<td>VIN 295</td>
<td>Developing a Business Plan for a Commercial Vineyard/Winery</td>
<td>3 Sem 4.5 Qtr</td>
</tr>
</tbody>
</table>

### SUPPLEMENTARY COURSES

<table>
<thead>
<tr>
<th>Required 6 Quarter Hours</th>
<th>45 Qtr</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE - Cooperative Work Experience</td>
<td>6 Qtr</td>
</tr>
<tr>
<td>VE 280</td>
<td>Work Study Experience (33 hours per credit)</td>
</tr>
</tbody>
</table>

### Related Instruction Computation

<table>
<thead>
<tr>
<th>Minimum 3 Quarter Hours from the Following</th>
<th>3-4 Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mth 105</td>
<td>Introduction to Contemporary Mathematics</td>
</tr>
<tr>
<td>Mth 111 or Higher</td>
<td>College Algebra</td>
</tr>
<tr>
<td>BA 180 or Higher</td>
<td>Business Mathematics</td>
</tr>
</tbody>
</table>

### Related Instruction Communication

<table>
<thead>
<tr>
<th>Minimum 3 Quarter Hours from the Following</th>
<th>3 Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR 121 or Higher</td>
<td>English Composition: Intro to Argument or other English Composition courses</td>
</tr>
<tr>
<td>WR 227</td>
<td>Technical Report Writing</td>
</tr>
</tbody>
</table>

### Related Instruction Human Relations

<table>
<thead>
<tr>
<th>Minimum 3 Quarter Hours from the Following</th>
<th>3 Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 105, 111, 112, 218 or 219</td>
<td>Listening, Fundamentals of Public Speaking, Persuasive Speech, Interpersonal Communications, or Small Group Discussion</td>
</tr>
<tr>
<td>Span 120 or Span 121</td>
<td>Spanish in the Workplace or Spanish in the Workplace for Viticulture</td>
</tr>
<tr>
<td>SDP 112 or SDP 113</td>
<td>Communicating Effectively in the Workplace or Human Relations/Supervisors</td>
</tr>
</tbody>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Quarter Hours Required to Total Degree - 90</th>
<th>32-33 Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Business and Business</td>
<td>AG 120 Agricultural Business</td>
</tr>
<tr>
<td>BA 106 A, B, C Business Leadership</td>
<td>BA 165 Customer Service</td>
</tr>
<tr>
<td>BA 160 Accounting for Managers</td>
<td>BA 177 Payroll Accounting,</td>
</tr>
<tr>
<td>BA 207 Intro to E-Commerce</td>
<td>BA 206 Mgmt Fundamentals</td>
</tr>
<tr>
<td>BA 222 Financial Management</td>
<td>BA 211 Principles of Accounting</td>
</tr>
<tr>
<td>BA 238 Professional Selling</td>
<td>BA 226 Business Law</td>
</tr>
<tr>
<td>BA 250 Managing the Small Business</td>
<td>BA 239 Advertising</td>
</tr>
<tr>
<td>BA 101 Intro to Business</td>
<td>BA 150 Developing a Small</td>
</tr>
<tr>
<td>BA 156 Developing a Small</td>
<td>BA 165 Customer Service</td>
</tr>
<tr>
<td>BA 206 Mgmt Fundamentals</td>
<td>BA 211 Principles of Accounting</td>
</tr>
<tr>
<td>BA 226 Business Law</td>
<td>BA 226 Business Law</td>
</tr>
<tr>
<td>BA 239 Advertising</td>
<td>BA 239 Advertising</td>
</tr>
<tr>
<td>(50)</td>
<td>(50)</td>
</tr>
</tbody>
</table>
| Computer Information Sys | CIS 125 D, E, H, R, S or W Micro Computer Applications  
CIS 195 Authoring for the Worldwide Web | (17) |
|--------------------------|----------------------------------------------------------------------------------|------|
| Economics and Office Admin Asst | Econ 115 Intro to Economics  
OA 121 or 124 A/B Keyboard Skills  
OA 131 Ten-Key Calculator  
Econ 201, 202, or 203 Economics  
OA 201 Word Processing | (30) |
| Viticulture and Enology | VE 202 Sensory Evaluation of Wine  
VE 204 Wines of the Pacific Coast  
VE 203 Wines of the World  
VE 205 Wines of Oregon | (6) |
<p>| MINIMUM REQUIRED TOTAL PROGRAM CREDIT HOURS | 90 Qtr |</p>
<table>
<thead>
<tr>
<th>Required Core Courses – (9 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 130 (3) – New Wine Business Feasibility</td>
</tr>
<tr>
<td>VIN 132 (3) – Finance and Accounting for Wine Business</td>
</tr>
<tr>
<td>VIN 134 (3) – Survey of Viticulture and Enology for Wine Business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select a total of 15 hours minimum from the following.</th>
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</thead>
<tbody>
<tr>
<td>Required – select from one of these:</td>
</tr>
<tr>
<td>VIN 190 (1) - Vineyard Safety</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 290 (2) – Winery Safety</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 202 (3) Legal Aspects of Vineyard and Winery Operation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required – select from one of these:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 251 (2) – Grapes to Market and Grower Relations</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 271 (3) Advanced Winery Marketing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required – select from one of these:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 250 (3) - Vineyard Equipment Technology for the Entrepreneur</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 260 (2) - Winery Equipment Technology for the Entrepreneur</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required – select from one of these:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 255 (3) – Financial Management for the Vineyard</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 275 (3) – Financial Management for the Winery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required – select from one of these:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 111 (3) – Introduction to Viticulture and Vineyard Establishment</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 276 (2) Advanced Tasting Room Management</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>VIN 280 (2) - Winery Establishment &amp; Design</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Capstone Courses – (6 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN 285 (3) – Addressing Human Resources in a Commercial Vineyard/Winery</td>
</tr>
<tr>
<td>VIN 295 (3) – Developing a Business Plan for a Commercial Vineyard/Winery</td>
</tr>
</tbody>
</table>

| Total Minimum Hours Required - 30 |
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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>AUT161</td>
<td>Power Trains</td>
<td>4</td>
</tr>
<tr>
<td>AUT168</td>
<td>Automotive Electricity I</td>
<td>5</td>
</tr>
<tr>
<td>AUT169</td>
<td>Automotive Electricity II</td>
<td>5</td>
</tr>
<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: 12.0
Clock Hours: 120
Length of Course: 11 weeks/variable (6 weeks)

Banner enforced Prerequisite: AUT170
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 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.

**REQUIRED TEXT/MATERIALS:** Toyota Flash Drive – 302 Manual Transmissions & Transaxles (00401TTENFLASH DR).

**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 No: AUT168
Course Credit: 5
Lecture Hrs/wk: 2.6
Lab Hrs/Wk: 7.9
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 105
Length of Course 11 weeks/variable (5 weeks)
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: AUT100
Co-Requisite: 
Load Factor: 8.2
Activity Code: 210
CIPS: 47064

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 No: AUT169  
Course Credit: 5  
Lecture Hrs/wk: 2.6  
Lab Hrs/Wk: 7.9  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course 11 weeks/variable  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT168  
Co-Requisite:  
Load Factor: 8.2  
Activity Code: 210  
CIPS: 470604  

Course Title: Auto Electricity II  
Developed By:  
Development Date:  
Revision Date: 01-15-2013  

**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*
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 Title:** Auto Electricity III  
**Developed By:**  
**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.
REQUIRED TEXT/MATERIALS: Toyota Flash Drive – (00401TTENFLASH DR). 
Automotive Electricity and Electronics (5th Ed.), Goodheart-Willcox 2010, James E. Duffy
ISBN: 9781590709122

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)

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Total Credits of Program 30
Course No: AUT250
Course Credit: 5
Lecture Hrs/wk: 2.6
Lab Hrs/Wk: 7.9
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 105
Length of Course 11 weeks/variable (5 weeks)

Banner enforced Prerequisite: 
Instructor enforced Prerequisite: AUT170
Co-Requisite:
Load Factor: 8.2
Activity Code: 210
CIPS: 470604

Course Title: Suspension and Alignment
Developed By: 
Development Date: 
Revision Date: 01-15-2013

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

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

**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 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 11 weeks/variable
(6 weeks)

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: AUT286  
Course Credit: 5  
Lecture Hrs/wk: 2.6  
Lab Hrs/Wk: 7.9  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course: 11 weeks/variable  
(5 weeks)  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT289  
Co-Requisite:  
Load Factor: 8.2  
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 Title: Electronic Engine Controls III
Course No: AUT289
Course Credit: 4
Lecture Hrs/wk: 2.3
Lab Hrs/Wk: 6.8
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 90
Length of Course 11 weeks/variable
(4 weeks)
Banner enforced Prerequisite:
Instructor enforced Prerequisite: AUT260
Co-Requisite:
Load Factor: 7.1
Activity Code: 210
CIPS: 470604

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 converter purpose, operating principles, and diagnosis; explain catalytic converter 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 Converter 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
1. Description of Proposed Program:

Degree  Hospitality  □  Advisory Committee Date: 5/14/2013
Certificate (options are 1 year, 2 year, pathways)  X
Division  CTE  Program  Hospitality & Restaurant Management
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)

**Hospitality Program Outcomes**

**Financial:**

- Demonstrate an understanding of business and financial management associated with common hospitality management operations.
  - Review financial records and accounts applicable to Hospitality Management operations.
  - Understand economic principles of the Hospitality Management industry.
  - Analyze financial statements, isolate potential problems, and identify appropriate corrective action to control and manage the critical revenue and cost centers

**Management:**

- Apply problem solving and decision making processes to Hospitality Management situations.
  - Use critical thinking skills and practical knowledge to solve specific business management problems.
  - Develop a thorough understanding of the basic fundamentals of business.
  - Identify and evaluate leadership styles appropriate to the hospitality workplace.
    - Evaluate leadership styles appropriate for the Hospitality workplace.
    - Characterize supervisory and management functions.
    - Discuss the importance of and techniques for maximizing hiring, training and development, and retention of hospitality employees.

**Communication:**
Practice effective communication skills for the Hospitality Management workplace.
  • Employ effective verbal communications in a variety of settings
  • Develop skills for social/professional aspects of conducting business with
    individuals and groups

**Technical skills:**

- Identify, understand and apply technological strategies necessary to support the
  Hospitality Management Industry.
  • Utilize the technical/computer skills needed for keeping business records and
    preparing financial statements.

**Customer services:**

- Recognize and apply appropriate customer service strategies within the Hospitality
  Industry.
  • Practice customer service skills required in Hospitality Management.
  • Determine appropriate guest service strategies within the Hospitality industry.
  • Identify, understand and apply market-appropriate professional guest service
    standards to deliver competitive guest experiences to diverse cultural groups

**Marketing:**

- Apply marketing and sales strategies necessary to day to day operations in the hospitality
  industry.
  • Understand marketing skills needed in the Hospitality industry.
  • Prepare marketing and presentation documents for marketing of business

**Hospitality specific:**

- Develop employability skills required for the Hospitality Management Industry.
- Demonstrate the ability to solve mathematical problems commonly encountered in
  hospitality related business setting
  • Participate in Hospitality Management work-based learning experiences.
  • Summarize management practices for the food industry.
  • Apply career development strategies that will enable progress into management-level
    positions.

4. Facility requirements: Facility requirements only extends to classroom availability.

5. Classroom availability: Four additional requests for classroom availability to make room for
   the new courses included in this program.

6. Instructor requirements: 1 additional p/t instructor to teach the new courses included in this
   program.
Other Program Impact:

X Instructional costs (staff, materials, equipment, or facilities) are required. $1500 M&S to cover incidental costs.

See attached document with projected ILC cost.

☐ 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.

X Impact to other Divisions in terms of classes and staffing. This program should provide a positive impact on the pre-existing classes included in this program due to the increased.

See proposed schedule by term

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<thead>
<tr>
<th>Disposition:</th>
<th>Signature</th>
<th>Date</th>
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<td>Vice President of Instruction</td>
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UCC NEW PROGRAM FORM – page 2 of 2

Certificate – Hospitality & Restaurant Management

PROPOSED COURSES: (Attach course outlines)

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<th>Course Title</th>
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<tr>
<td>BA-160</td>
<td>Accounting For Managers</td>
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<tr>
<td>BA-165</td>
<td>Customer Service</td>
<td>3</td>
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<tr>
<td>BA 238 (either)</td>
<td>Computer in Business</td>
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<tr>
<td>CIS 120 (or)</td>
<td>Introduction to Computer information Systems</td>
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<tr>
<td>BA-238</td>
<td>Sales</td>
<td>3</td>
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<tr>
<td>VE-202</td>
<td>Sensory Evaluation Of Wine</td>
<td>3</td>
</tr>
<tr>
<td>CA-176</td>
<td>Fundamentals Of Menu Planning</td>
<td>2</td>
</tr>
<tr>
<td>CA-175</td>
<td>Food Service Safety &amp; Sanitation (SERVSAFE)</td>
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<tr>
<td>HRM-176</td>
<td>Safe &amp; Responsible Alcohol Service/Bar &amp; Beverage Management (SERVSAFE Alcohol)</td>
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<tr>
<td>HRM-177</td>
<td>Hospitality/Restaurant Management &amp; Human Relations</td>
<td>2</td>
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<tr>
<td>HRM-178</td>
<td>Hospitality/Restaurant Marketing &amp; Customer Service</td>
<td>2</td>
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<tr>
<td>HRM-230</td>
<td>Principles Of Food, Beverage &amp; Labor Cost</td>
<td>3</td>
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<tr>
<td>CWE-280</td>
<td>Cooperative Work Experience</td>
<td>6</td>
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<td></td>
<td><strong>Total Credits</strong></td>
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Document brought forward by: **Steven Fair-Harrison**

Supervisor’s name  Chris VanDyke  Date  10/1/13

Course title: **Responsible Alcohol Service & Bar/Beverage Management**

Division CTE Department Culinary   Program Hospitality/Restaurant Management

Course No **HRM-176**  Title **Responsible Alcohol Service & Bar/Beverage Management**

Offered **TBD**

Credits **2**  Lec hrs/wk **2**  Lec/Lab hrs/wk **Lab hrs/wk**  Prac hrs/wk

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

Proposed implementation date Term **Fall Year 2014**  Grading Option Load Factor

**Catalog Course Description:** The course is designed to prepare the student for a management position in an establishment that serves alcoholic beverages. Topics include, a basic overview of wine, beer and spirits and their effects on the human body, the legal aspects of alcohol service, professional/responsible bar service, staffing, purchasing, receiving, storage and cost control, checking identification, handling difficult situations and mixology.

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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**Overlap**

COURSE DEVELOPED BY **Steven Fair-Harrison/Chris Van Dyke**  DATE: **10/1/13**

**ATTACH the documents** 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course Title: **Responsible Alcohol Service & Bar/Beverage Management**

Developed By: **Steven Fair-Harrison**

Development Date: **5/10/13**

Revision Date:

**COURSE DESCRIPTION:** The course is designed to prepare the student for a management position in an establishment that serves alcoholic beverages. Topics include, a basic overview of wine, beer and spirits and their effects on the human body, the legal aspects of alcohol service, professional/responsible bar service, staffing, purchasing, receiving, storage and cost control, checking identification, handling difficult situations and mixology.

**COURSE OUTCOMES:** Upon successful completion of this course, each student will:

1. Be certified through ServSafe to legally serve alcohol within the hospitality/restaurant industry.
2. Demonstrate knowledge of the different types of alcoholic beverages and their appropriate service.
3. Identify the fundamentals of legal and responsible bar/beverage service.
4. Illustrate the effects of alcoholic beverages on the human body and explore how these factors influence responsible bar/beverage service.
5. Examine various methods for handling difficult situations including intoxicated guests, potentially violent situations, illegal activities and following up with the necessary documentation.
6. Create a basic operating plan for a bar and beverage service taking into consideration the following factors: safe alcohol service protocols, purchasing/receiving/storage, staffing (hiring and training), marketing and cost control.
REQUIRED TEXT/MATERIALS: ServSafe Alcohol 2nd Edition, National Restaurant Association
ISBN: 978-1-58280-259-6
Bar & Beverage Management, Pearson

OUTLINE: [Topics taught by week 1-10.]
Week 1 Alcoholic Beverages
Week 2 Alcohol Law and Responsibility
Week 3 Recognizing and Preventing Intoxication/Professional Service
Week 4 Checking Identification and Handling Difficult Situations
Week 5 Beer, Wine & Spirits
Week 6 Beer, Wine & Spirits
Week 7 Bar Management
Week 8 Purchasing, Receiving, and Storage
Week 9 Controlling Costs
Week 10 Marketing
Week 11 Final Exam
Document brought forward by: Steven Fair-Harrison

X Date 10/1/13

Student need for course:

Course Information:

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

☐ AAOT (Area of distribution):

☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Electives

☐ Approved Disciplines Studies Listings

☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Human Relations

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):

X Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Additional costs are staffing which will be $984.

Course impact on:

a. Student enrollment in other courses:

b. Current program: This course should not have any effect on the enrollment in any other courses.

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Steven Fair-Harrison

Supervisor’s name Chris VanDyke  Date  5/10/13

Course title: **Hospitality/Restaurant Management & Human Relations**

Division CTE Department  Culinary       Program Hospitality/Restaurant Management

Course No **HRM- 177** Title **Hospitality/Restaurant Management & Human Relations**  Offered TBD

Credits  2   Lec hrs/wk  2   Lec/Lab hrs/wk   Lab hrs/wk   Prac hrs/wk

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

Proposed implementation date Term  **Fall**  Year  **2014**  Grading Option Load Factor

**Catalog Course Description:** This course is designed to prepare the student for a management position in the Hospitality/Restaurant Industry. Topics include: leadership roles within the industry, facilitating an effective work force, hiring, training, scheduling, performance evaluation, operation standards, employee compensation and benefits, professional development, and maintaining a safe and healthy work environment.

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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Overlap

COURSE DEVELOPED BY Steven Fair-Harrison  DATE: **10/1/13**

**ATTACH the documents**  1. COURSE OUTLINE   2. COURSE JUSTIFICATION FORM
Course No: HRM-177
Course Credit: 2
Lecture Hrs/wk: 2
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 22
Length of Course 11 wks
Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 2
Activity Code: 210
CIPS: 520905

Course Title: Hospitality/Restaurant Management & Human Relations
Developed By: Steven Fair-Harrison
Development Date: 5/10/13
Revision Date:

COURSE DESCRIPTION: This course is designed to prepare the student for a management position in the Hospitality/Restaurant Industry. Topics include: leadership roles within the industry, facilitating an effective work force, hiring, training, scheduling, performance evaluation, operation standards, employee compensation and benefits, professional development, and maintaining a safe and healthy work environment.

COURSE OUTCOMES: Upon successful completion of this course, each student will:

1. Discuss the dynamics of leadership and explore how it applies to the hospitality and restaurant industry.
2. Illustrate the fundamentals of a safe work environment as it applies to the hospitality industry and complies with local, state, and federal governmental regulations.
3. Examine the employee and employer relationship including but not limited to recruiting, hiring, training, compensation and benefits.
5. Demonstrate consistent and effective communication skills as it applies to employee meetings, staff meeting, and problem solving techniques.
REQUIRED TEXT/MATERIALS:  Hospitality and Restaurant Management, Pearson
Hospitality Human Resources Management and Supervision, Pearson
ISBN: 978-0-13-217525-8

OUTLINE:  [Topics taught by week 1-10.]
Week 1   Exploring the dynamics of leadership in the hospitality and restaurant industry.
Week 2   Recruiting, Hiring and Training
Week 3   Leadership and management: communication, goal setting, motivation and employee development.
Week 4   Effective scheduling to maximize work shift productivity and standards
Week 5   Facilitating Employee work Performance evaluations and managing terminations.
Week 6   Food service operations: team work a labor-intensive industry
Week 7   Ensuring a Lawful Workplace
Week 8   Employee Compensation & Benefits
Week 9   Managing a Safe & Healthy Workplace
Week 10 Dimensions of problem solving and effective meeting planning
Week 11 Final Exam
Document brought forward by: Steven Fair-Harrison
X Date 10/1/13
Supervisor Signature: 
X

Student need for course:

Course Information:

☐ AA ☐ AS ☐ AAS ☐ Below 100 level ☐ Elective X Certificate
☐ AAOT (Area of distribution):
☐ Arts & Letters ☐ Science/Math/Computer Science
☐ Social Sciences ☐ Electives
☐ Approved Disciplines Studies Listings
☐ Arts & Letters ☐ Science/Math/Computer Science
☐ Social Sciences ☐ Human Relations

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):

X Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Additional costs are staffing which will be $984.

Course impact on:

a. Student enrollment in other courses:

b. Current program: This course should not have any effect on the enrollment in any other courses.

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Steven Fair-Harrison

Supervisor’s name  Chris VanDyke  Date   10/1/13

Course title: Hospitality/Restaurant Marketing & Customer Service

Division CTE    Department Culinary       Program Hospitality/Restaurant Management

Course No HRM-178  Title Hospitality/Restaurant Marketing & Customer Service  Offered TBD

Credits 2     Lec hrs/wk 2     Lec/Lab hrs/wk     Lab hrs/wk     Prac hrs/wk

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

Proposed implementation date Term Fall Year 2014 Grading Option Load Factor

Catalog Course Description: The course is designed to provide the student with an understanding of the basic principles of industry specific customer service and marketing techniques. Topics include: customer-centric service, professionalism, service standards, operation work-flow, the marketing process, market environments, customer behavior, advertising and public relations.

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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</table>

Overlap

COURSE DEVELOPED BY Steven Fair-Harrison       DATE: 10/1/13

ATTACH the documents 1. COURSE OUTLINE       2. COURSE JUSTIFICATION FORM
Course Title: **Hospitality/Restaurant Marketing & Customer Service**
Developed By: **Steven Fair-Harrison**
Development Date: **5/13/13**
Revision Date:

**COURSE DESCRIPTION:** The course is designed to provide the student with an understanding of the basic principles of industry specific customer service and marketing. Topics include: customer-centric service, professionalism, service standards, operation work-flow, the marketing process, market environments, customer behavior, advertising and public relations.

**COURSE OUTCOMES:** Upon successful completion of this course, each student will:

1. Identify professional customer service standards as it applies to the hospitality and restaurant industry.
2. Design a customer service plan and explore the relationship between the customer and employee service standards and expectations.
3. Implement a customer service program utilizing a developed customer service plan and considers the multiple points of contact a customer has with a hospitality operation.
4. Explore menu pricing strategies.
5. Identify marketing strategies associated with the hospitality industry.
6. Prepare a marketing plan appropriate to a ‘real life’ market environment.
7. Evaluate marketing strategies including advertising, promotions, and public relations.
REQUIRED TEXT/MATERIALS:  Customer Service, Pearson

ISBN: 978-0-13-217932-4

Hospitality and Restaurant Marketing, Pearson


OUTLINE:  [Topics taught by week 1-10.]
Week 1  The importance of customer service/customer-centric service
Week 2  Designing and implementing an effective customer service program
Week 3  The professional server, operations and service recovery
Week 4  Introduction to hospitality/restaurant marketing
Week 5  The marketing process and understanding the market environment
Week 6  Preparing a marketing plan
Week 7  Menu pricing strategies
Week 8  Advertising and sales
Week 9  Promotions, publicity, and public relations
Week 10  Menu marketing and evaluating the marketing effort
Week 11  Final exam
Document brought forward by: **Steven Fair-Harrison**

X  
Supervisor Signature:  

X  

**Student need for course:**

**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 ______ course):

X  
Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Additional costs are staffing which will be $984.

**Course impact on:**

a. Student enrollment in other courses: **This course should not have any effect on the enrollment in any other courses.**

b. Current program:

Replacement course for:  
Course Number:  
Title:

---

**Disposition:**  
**Signature**  
**Date**  
**Recommendation**

---

Director of Curriculum Support  
Vice President of Instruction
Document brought forward by: **Steven Fair-Harrison**

Supervisor’s name  Chris VanDyke  Date  10/1/13

Course title: **Principles of Hospitality/Restaurant Industry Cost Controls**

Division CTE   Department Culinary   Program Hospitality/Restaurant Management

Course No  **HRM 230**  Title **Principles of Hospitality/Restaurant Industry Cost Controls**

Offered **TBD**

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

Banner Pre-req. BA 231 or equivalent Instructor Pre-req.  Co-requisites  Length (wks)  **11**

Proposed implementation date Term **Fall Year 2014**  Grading Option Load Factor

**Catalog Course Description:** The course is designed to prepare the student for a management position in the Hospitality/Restaurant Industry. Topics include: cost and sales concepts, the control process and cost-volume-profit relationships. In depth instruction will be given on the topics of food, beverage and labor control. The use of spreadsheet software (MS Excel) will be implemented in exercises designed to simulate real occupational situations..

**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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**Overlap**

**COURSE DEVELOPED BY**  **Steven Fair-Harrison**  **DATE:**  **10/1/13**

**ATTACH the documents**  **1. COURSE OUTLINE**  **2. COURSE JUSTIFICATION FORM**
Course No: HRM-230
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 33
Length of Course 11 wks
Banner enforced Prerequisite: BA 231 or equiv.
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3
Activity Code: 210
CIPS: 520905

Course Title: Principles of Hospitality and Restaurant Industry Cost Controls
Developed By: Steven Fair-Harrison
Development Date: 5/13/13
Revision Date:

COURSE DESCRIPTION: The course is designed to prepare the student for a management position in the Hospitality/Restaurant Industry. Topics include: cost and sales concepts, the control process and cost-volume-profit relationships. In depth instruction will be given on the topics of food, beverage and labor control. The use of spreadsheet software (MS Excel) will be implemented in exercises designed to simulate real occupational situations.

COURSE OUTCOMES: Upon successful completion of this course, each student will:

1. Identify cost and sales concepts appropriate to the hospitality industry and explore how they apply to food, beverage, and labor controls.
2. Analyze the cost/volume/profit relationship as it applies to a food and beverage menu
3. Examine food and beverage operations as it applies to purchasing, receiving, storing and inventory controls.
4. Monitor food and beverage sales and explore the relationship between, prices, portions, quantities and loss.
5. Measure food and beverage profits and compare to food costs actual versus standard.
6. Examine labor cost considerations to an operation in the hospitality industry
7. Evaluate effective training procedures and performance measures based on established performance standards.


OUTLINE: [Topics taught by week 1-10.]
Week 1 Cost and Sales Concepts, The Control Process and the Cost/Volume/Profit Relationship
Week 2 Food Control: Purchasing, Receiving, Storage and inventory
Week 3 Food Control: Portions and Quantities, Monitoring Costs
Week 4 Food Control: Sales, Menu Engineering and Analysis
Week 5 Beverage Control: Purchasing, Receiving, Storage and Inventory
Week 6 Beverage Control: Production and operations
Week 7 Beverage Control: Sales, Menu Engineering and Analysis
Week 8 Labor Control: Cost Considerations.
Week 9 Labor Control: Performance
Week 10 Labor Control: Staff training and taking corrective action.
Week 11 Final Exam
Student need for course:

Course Information:

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

☐ AAOT (Area of distribution):

☐ Arts & Letters  ☐ Science/Math/Computer Science  ☐ Social Sciences  ☐ Electives

☐ Approved Disciplines Studies Listings

☐ Arts & Letters  ☐ Science/Math/Computer Science  ☐ Social Sciences  ☐ Human Relations

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: Additional costs are staffing which will be $1476.

Course impact on:

a. Student enrollment in other courses: This course should not have any effect on the enrollment in any other courses.

b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Cheryl Yoder 
Supervisor’s name: Jason Aase Date 10/29/13

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>
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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 No: PE 185TP
Course Credit: 1
Lecture Hrs/wk: 3
Lab Hrs/Wk: Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk: Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 2.1
Activity Code: 100
CIPS: 131314

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.
Document brought forward by: Cheryl Yoder

X Cheryl Yoder Date 10/29/13
Supervisor Signature:

**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

- Approved Disciplines Studies Listings
  - Arts & Letters
  - Science/Math/Computer Science
  - Social Sciences
  - Human Relations

**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 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.
- X 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:

**Disposition:**

<table>
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<tr>
<th>Disposition</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
</table>

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

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

VOCAUTIONAL 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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<td>Engineering</td>
<td>Engineering and CIS</td>
<td>Fall 2014</td>
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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: 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: 100
CIPS: 110101

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

Week 11   Final
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): Science/Math/Computer Science

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.  CIS 162 and MTH 111  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)
Support Course: Indicate all programs for which this course will be required.

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<td>Engineering</td>
<td>Engineering and CIS</td>
<td>Fall 2014</td>
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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 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: 100
CIPS: 110101

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

Week 11 Final
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  ☒ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☒ AAOT (Area of distribution): Science/Math/Computer Science

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):

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
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 courses 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. ENGR 203  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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<td>Engineering and CIS</td>
<td>Fall 2014</td>
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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**

<table>
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<td>CIPS:</td>
<td>140101</td>
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**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
Week 11 Final
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): Math/Science/Computer Science

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.

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 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:


COURSE OUTLINE – Page 2 of 2

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
Week 11 Final
New Course title: ENGR 271 Digital Logic Design

X________________________________________
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: No impact
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: ENGR 272 Digital Logic Design Lab

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.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Engineering and CIS</td>
<td>Fall 2014</td>
</tr>
<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 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:


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
Week 11 Final
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
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: Signature Date Recommendation

Director of Curriculum & Instruction Vice President of Instruction
Program revision for: EMT Paramedic Program

<table>
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<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>EMS 151</td>
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<td>SP 111</td>
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<td>CIS 120</td>
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<td>EMS 261</td>
<td>Paramedic Clinical I</td>
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<td>EMS 262</td>
<td>Paramedic Clinical II</td>
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<td>EMS 263</td>
<td>Paramedic Clinical III</td>
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<td>Social Science Elective</td>
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<td></td>
<td>Total credits in program</td>
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</table>
Umpqua Community College
Associate of Science degree in Surveying and Geomatics
to
Oregon Institute of Technology
Bachelor of Science in Geomatics, Surveying Option

Articulation Agreement
2013 - 2014 Catalog

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
## UCC Degree Courses & Oregon Tech Equivalent Credits

<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>
<td>4</td>
<td>BUS 226 Business Law</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>GME 161 Plane Surveying I</td>
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<td>SUR 162 Plane Surveying II</td>
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<td>GME 162 Plane Surveying II</td>
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<td>SUR 163 Route Surveying</td>
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<td>GME 163 Route Surveying</td>
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<tr>
<td>SUR 242 Land Description and Cadastre</td>
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<td>GME 242 Land Description/Casdstare</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>
<td>4</td>
<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 256 Differential Equations^4</td>
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<td>MTH 261 Linear Algebra</td>
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<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>PHY 223 General Physics with Calculus Math/Science elective</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>WRI 122 Argumentative Writing</td>
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<td>Science elective</td>
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<td>Science elective</td>
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<tr>
<td><strong>Total UCC Credits</strong></td>
<td><strong>102</strong></td>
<td><strong>Total Oregon Tech Degree Credits</strong></td>
<td><strong>94</strong></td>
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</tbody>
</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>
<th>Humanities elective</th>
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<td>Science elective</td>
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<td>Science elective</td>
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<td>SP 219 Small Group Discussion</td>
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<td>SPE 321 Small Group/Team Comm</td>
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<td><strong>Total UCC additional credits</strong></td>
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<td><strong>Total Oregon Tech Degree Credits</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</th>
<th>Course Number &amp; Title</th>
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<tr>
<td>GME 175 Computations and Platting</td>
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<td>GME 241 Boundary Law I</td>
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<td>GME 343 Boundary Surveys</td>
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<td>GME 351 Construction/Engineering Surveying</td>
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<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 454 GNSS Surveying</td>
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<tr>
<td>GME 466 Boundary Law II</td>
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<td>GME 468 Geomatics Practicum</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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<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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### Business elective (upper-division)
3

### Math elective
3

**Additional Credits**
5

**Total Accumulated Oregon Tech Degree Credits**
6

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<tr>
<th>Course</th>
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<tr>
<td>Math elective</td>
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</tr>
<tr>
<td>Additional Credits</td>
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</tr>
<tr>
<td><strong>Total Accumulated Oregon Tech Degree Credits</strong></td>
<td><strong>181</strong></td>
</tr>
</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 **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.
Instructional Council  
Meeting Agenda  
3:30 PM-5:00 PM  
November 12, 2013  
S NY 15

Roxanne Kelly, VPI  Lisa Fields (Sec.)  Jason Aase  Debbie Hill  
Jesse Morrow  Martha Joyce  Marie Gambill  Rick Aman  
David Farrington  Ali Mageehon  Cheryl Yoder  Pete Bober  
Mandie Pritchard  Paula Usrey  Amy Fair  Sandy Hendy  
Susan Rochester  David Hutchison  Chris Grant  Ken Carloni  
Dee Winn  Michelle Bergmann  Joan Campbell  Clay Baumgartner

Approval of Instructional Council Minutes- October 12, 2013  
Approval of Instructional Council Agenda- November 12, 2013

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Courses</th>
<th>Pay special Attention to</th>
<th>Instructors</th>
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<tr>
<td>CIS 111; CIS 120; CIS 122; CIS 125A; CIS 125D; CIS125E; CIS 125H; CIS 125R; CIS 125S; CIS 125W; CIS 140M; CIS 151C; CIS 152C; CIS 153C; <strong>CIS 154C</strong>; CIS 195; CIS 240M; CIS 175; CIS 276; CIS 279M; CIS 284</td>
<td><strong>CIS 154C</strong></td>
<td>Vincent Yip/John Blackwood</td>
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New Programs:  
None

New Courses:  
None

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<tr>
<th>Course</th>
<th>Instructors</th>
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<tr>
<td>CIS 133CS- Introduction to Programming I- Visual C#</td>
<td>Vincent Yip/John Blackwood</td>
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<tr>
<td>CIS 233 CS- Introduction to Programming II-Visual C#</td>
<td>Vincent Yip/John Blackwood</td>
</tr>
<tr>
<td>CIS 288M- Microsoft Windows Server Administration II</td>
<td>Vincent Yip/John Blackwood</td>
</tr>
<tr>
<td>CIS 289M- Microsoft Windows Server Administration III</td>
<td>Vincent Yip/John Blackwood</td>
</tr>
</tbody>
</table>

Program Revisions:  
None
Title: Microcomputer Systems Configuration

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.
Co-requisites None  Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: N.A.  Revised Terms Offered: N.A.

Proposed implementation date: Term N.A. Year N.A. Grading Option _____ Load Factor 5.1

Reason for request: Update to course name, and description.

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 [x] 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 ____________________________
COURSE OUTLINE – Page 1 of 1

Course No: CIS 111
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 3
Practicum Hrs/Wk: 0
Clock Hours: 66
Length of Course: 11 weeks
Banner enforced Prerequisite: CIS 120 or
Instructor’s approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 5.1
Activity Code: 220
CIPS: 47.0104

Course Title: Computer Systems Configuration
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1   PC Hardware
Week 2   Networking
Week 3   Laptops
Week 4   Printers
Week 5   Operational Procedures
Week 6   Operating Systems
Week 7   Security I
Week 8   Security II
Week 9   Mobile Devices
Week 10  Troubleshooting
Week 11  Final Exam(s)
Title: Introduction to Computer Information Systems  

X______________________________________________________________
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
Co-requisites None          Revised Co-requisites None

COURSE REVISION FORM - Page 2 of 2

Length (Wks) 11               Revised Length (Wks) 11

Terms Offered: F,W,S,Su       Revised 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

Disposition: ____________________________ Signature: ____________________________ Date: ____________________________ Recommendation: ____________________________

Curriculum Committee Chair ____________________________
COURSE OUTLINE – Page 1 of 1

Course No: CIS 120
Course Credit: 4
Lecture Hrs/wk: 4
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 44
Length of Course 11 weeks
Banner enforced Prerequisite: UCC-administered Digital literacy test score indicating placement into a CIS 120 campus-based or online course.
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.0
Activity Code: 210
CIPS: 110601

Course Title: CIS 120: Introduction to Computer Information Systems

Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1    Digital Literacy & Windows 7
Week 2    Computer Hardware & Office
Week 3    Computer Software & Office
Week 4    Internet & Excel
Week 5    Telecommunications & Excel
Week 6    Information Security & Excel
Week 7    Digital Media & PowerPoint
Week 8    Databases and Access
Week 9    E-Commerce & Internet Skills
Week 10   Business Systems & Google Docs
Week 11   Final Exam(s)
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
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.

☐ 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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Curriculum Committee Chair ____________________________
Course No: CIS 122
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: MTH 095 or equivalent; placement into WR121 or higher.
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.0201

Course Title: CIS 122: Orientation to Programming
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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 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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1   Integrated Development Environment (IDE)
Week 2   C# Introduction
Week 3   Variables I
Week 4   Variables II
Week 5   Decision Making I
Week 6   Decision Making II
Week 7   Looping Structure I
Week 8   Looping Structure II
Week 9   Functions I
Week 10  Functions II
Week 11  Final Exam(s)
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
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered: Winter  Revised Terms Offered: Winter

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

_________________________  __________________________  ____________  __________________________
Disposition:   Signature    Date   Recommendation

Curriculum Committee Chair ____________________________________________________
COURSE OUTLINE – Page 1 of 1

Course No: CIS 125A
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: Automotive major
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.4
Activity Code: 210
CIPS: 110601

Course Title: Computer Application for Auto Technicians
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

**REQUIRED TEXT/MATERIALS:** To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1  Introduction and Office
Week 2  Computer and Internet Basics and Office
Week 3  Computer Hardware and Word
Week 4  Computer Software and Word
Week 5  File Management and Digital Electronics and PowerPoint
Week 6  Data Security and PowerPoint
Week 7  Networks and Connecting to the Internet and Excel
Week 8  The Web and E-Commerce and Excel
Week 9  Digital Media and Excel
Week 10 Access
Week 11 Final Exam(s)
Title: Microcomputer Applications - Database

X______________________________________________________________
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 Software
Revised Course Title: Computer Applications – Database Software

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 _____ 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 course name and prerequisite.
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 Applications - Database

**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 ☐

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**Disposition:**

Signature	Date	Recommendation

Curriculum Committee Chair ____________________________________________
Course Title: Computer Applications - Database
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1  Office and Windows
Week 2  Introduction to Databases and Database Objects
Week 3  Querying a Database
Week 4  Maintaining a Database
Week 5  Creating Reports and Forms
Week 6  Multiple Forms
Week 7  Advanced Report Techniques
Week 8  Using SQL
Week 9  Advanced Form Techniques
Week 10 Database Design
Week 11 Final Exam(s)
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 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: Keyboarding skills or instructor approval.
Revised Banner/Instruc. Prerequisites: Basic 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:

Course 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    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/ATitle: N/A

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**Disposition:**

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<th>Date</th>
<th>Recommendation</th>
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Curriculum Committee Chair

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COURSE OUTLINE – Page 1 of 2

Course No: CIS 125E

Course Credit: 2

Lecture Hrs/wk: 1

Lab Hrs/Wk: 2

Lecture/Lab Hrs/Wk: 0

Practicum Hrs/Wk: 0

Clock Hours: 33

Length of Course 11 weeks

Banner enforced Prerequisite: Basic keyboarding

Instructor enforced Prerequisite:

Co-Requisite:

Load Factor: 2.4

Activity Code: 220

CIPS: 11.0602

Course Title: CIS 125E: Computer Applications – Email Software

Developed By: John Blackwood

Development Date: Summer 2012

Revision Date: N/A

COURSE 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.

COURSE OUTCOMES:

Upon completion of this course the student should be able to:
• Manage the Microsoft Outlook program environment
• Create and format item content
• Manage email messages
• Manage contacts
• Manage calendar objects
• Manage tasks, notes, and journal entries

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 & practice.

Week 1   Introduction to Microsoft Outlook
Week 2   Review Managing E-Mail Messages
Week 3   Managing Calendars
Week 4   Managing Calendars
Week 5   Managing Contacts and Personal Contact Information
Week 6   Managing Contacts and Personal Contact Information
Week 7   Creating and Managing Tasks
Week 8   Creating and Managing Tasks
Week 9   Customizing Outlook
Week 10  Customizing Outlook
Week 11  Final Exam
Title: Writing Web Pages

Supervisor Signature and date:

☑ 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 2  Revised Lec /Lab Hrs/Wk 2

Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0

Practicum _____  Revised Practicum _____

Banner/Instr. Prerequisites: Experience with current Windows operating systems 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 description:

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☒ 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 ________________________________
Course No: CIS 125H
Course Credit: 2
Lecture Hrs/wk: 1
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: Experience with current Windows operating systems or instructor approval.

Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 2.4
Activity Code: 220
CIPS: 11.0801

Course Title: Writing Web Pages
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1   HTML I
Week 2   HTML II
Week 3   CSS I
Week 4   CSS II
Week 5   Web Tables
Week 6   Web Forms
Week 7   Multimedia
Week 8   Frames
Week 9   HTML Validation
Week 10  Javascript
Week 11  Final Exam(s)
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: Basic 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:

Course 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/ATitle: N/A

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**Disposition:**

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<th>Recommendation</th>
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Curriculum Committee Chair ________________________________
COURSE OUTLINE – Page 1 of 2

Course No: CIS 125R
Course Credit: 2
Lecture Hrs/wk: 1
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: Basic keyboarding skills or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 2.4
Activity Code: 220
CIPS: 11.0602

Course Title: CIS 125R: Computer Applications – Presentation Software
Developed By: John Blackwood
Development Date: Summer 2012
Revision Date: N/A

COURSE 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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:

- Manage the PowerPoint environment
- Create a slide presentation
- Manipulate PowerPoint graphical elements
- Create and edit PowerPoint video and audio content
- Create PowerPoint charts and tables
- Apply transitions and animations to presentations
- Manage comments in presentations
- Use spelling and thesaurus tools to create effective presentations
- Use built-in PowerPoint tools to deliver effective presentations

**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 & practice.

Week 1   Creating & Editing a Presentation with Clip Art
Week 2   Enhancing a Presentation
Week 3   Reusing a Presentation and Adding Media
Week 4   Working with Information Graphics
Week 5   Collaborating On & Delivering a Presentation
Week 6   Navigating Hyperlinks & Action Buttons
Week 7   Creating a Self-running Presentation with Animation
Week 8   Customizing a Template & Handouts
Week 9   Modifying a Presentation Using Graphical Elements
Week 10  Advanced Presentation Development
Week 11  Final Exam / Project
Title: Office Applications – Spreadsheet

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

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 3.4

Reason for request: Update to course name and description:

Course 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
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<th>CIS 125S</th>
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<td>Length of Course</td>
<td>11 weeks</td>
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<td>Banner enforced Prerequisite:</td>
<td>CIS 120 or instructor approval</td>
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**COURSE 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.

**COURSE OUTCOMES:**

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

- Manage the workbook and worksheet environment
- Create cell data
• Format cells and worksheets
• Manage workbooks and worksheets
• Create and apply formulas and functions
• Present data visually
• Share worksheet data with other users
• Analyze and organize data

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 & practice.

Week 1  Introduction to Microsoft Office & Windows
Week 2  Creating a Worksheet and an Embedded Chart
Week 3  Formulas, Functions, & Formatting
Week 4  What-if Analysis, Charting, and Working with Large Worksheets
Week 5  Financial Functions, Data Tables, and Amortization Schedules
Week 6  Creating, Sorting, and Querying a Tables
Week 7  Working with Multiple Worksheets and Workbooks
Week 8  Creating Templates, Importing Data, & Working with SmartArt, Images, & Screen Shots
Week 9  Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers
Week 10 Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers
Week 11 Final Exam / Project
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: Basic keyboarding skills 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 3.4

Reason for request: Update to course name and description:

Course 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:  Signature  Date  Recommendation

Curriculum Committee Chair  __________________________________________
COURSE OUTLINE

Course No: CIS 125W
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 2
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 44
Length of Course: 11 weeks

Banner enforced Prerequisite: Basic keyboarding skills or instructor approval

Instructor enforced Prerequisite:

Co-Requisite:

Load Factor: 3.4
Activity Code: 220
CIPS: 11.0602

Course Title: CIS 125W: Computer Applications - Word Processing Software
Developed By: John Blackwood
Development Date: Summer 2012
Revision Date: N/A

COURSE 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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:

• Share and maintain documents
- Format document content
- Apply page layout and reusable content
- Use illustrations and graphics in a document
- Proofread documents
- Apply references and hyperlinks
- Perform mail merge operations

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 & practice.

Week 1  Introduction to Microsoft Office & Windows
Week 2  Creating a Research Paper with Citations & References
Week 3  Creating a Business Letter with a Letterhead and Table
Week 4  Creating a Document with a Title Page, Lists, Tables, and a Watermark
Week 5  Using a Template to Create a Resume and Sharing a Finished Document
Week 6  Generating Form Letters, Mailing Labels, and a Directory / Midterm Exam
Week 7  Creating a Newsletter with a Pull-Quote and Graphics
Week 8  Using Document Collaboration and Integration Tools
Week 9  802.11 Security Creating a Reference Document with a Table of Contents and an Index
Week 10 Creating a Templates for an Online Form
Week 11 Final Exam / Project
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:

Course 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.

☐ 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

**Disposition:**

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Curriculum Committee Chair ____________________________
Course No: CIS 140M
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 120 or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.1001

Course Title: CIS 140M: Introduction to Microsoft Operating Systems
Developed By: John Blackwood
Development Date: Summer 2009
Revision Date: Winter 2012

COURSE 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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:
• Install, upgrade, and migrate to the current Windows operating system
• Install and configure physical and virtual environments
• Deploy a Windows-based client
• Configure hardware and applications
• Configure network connectivity
• Configure access to resources
• Configure mobile computing
• Monitor and maintain systems that run Windows operating systems
• Configure backup and recovery options
• Configure system security
• Explain and contrast logical network model layers
• Differentiate between physical and virtual environments

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 & practice.

Week 1  Introduction to and Installation of Windows
Week 2  Deploying Windows
Week 3  Working with Disks
Week 4  Connecting to a Network
Week 5  Sharing Resources
Week 6  Working with Applications
Week 7  Managing and Monitoring Windows Performance
Week 8  Working with Workgroups and Domains
Week 9  Securing Windows
Week 10 Administering Windows
Week 11 Final Exam(s)
Title: Networking Essentials

X______________________________________________________________

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: Networking Fundamentals

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
Reason for request: Update to course name and description:

Course description:

This course 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 ___________________________________________________________________________________
Course Title: CIS 151C: Networking Essentials

Developed By: John Blackwood

Development Date: Summer 2013

Revision Date: N/A

COURSE 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.

**COURSE OUTCOMES:**

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

- Compare and contrast human and network communication and identify the parallels between them
- Differentiate and contrast between the OSI and TCP/IP network models
- Explain the role of each layer in the OSI and TCP/IP network models, including their functions and services
- Identify common networking devices and their role in the modern network environment
- Create subnets using the IPv4 and IPv6 network address schemes, including VLSM
- Identify the types of media used to carry data across the network

**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 & practice.

Week 1  Introduction to Networking
Week 2  Configuring a Network Operating System
Week 3  IP Addressing
Week 4  IP Addressing
Week 5  Network-Aware Applications & Services
Week 6  The Transport Layer
Week 7  The Network Layer
Week 8  The Data Link & Physical Layers
Week 9  Network Cabling & Topology Planning
Week 10 Configuring Network Devices
Week 11 Final Exam(s)
Title: Introduction to Basic Routers

X______________________________________________________________

Supervisor Signature and date:

☐ReviseDivision: CTE

☐ReactivateDepartment: CIS

☐DeleteProgram: 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

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 151C or instructor approval.

Revised Banner/Instruc. Prerequisites: CIS 151C or instructor approval.

Co-requisites None Revised Co-requisites None
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 and description:

Course 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.

☐ 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 [x]  AS [ ]  Certificate [x]  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: 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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<th>Recommendation</th>
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Curriculum Committee Chair ____________________________________________
Course Title: CIS 152C: Introduction to Basic Switching and Routers

Developed By: John Blackwood

Development Date: Summer 2013

Revision Date: N/A

COURSE 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.

**COURSE OUTCOMES:**

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

- Describe enhanced switching technologies such as VLANs, VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Protocol (PVSTP), and 802.1q
- Configure and troubleshoot basic operations in a small switched network
- Configure and verify static routing and default routing
- Configure and troubleshoot basic operations of routers in a small routed network
- Configure and troubleshoot VLANs and inter-VLAN routing
- Configure, monitor, and troubleshoot ACLs for IPv4 and IPv6
- Configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks

**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 & practice.

Week 1   Local Area Networks
Week 2   Basic Switching
Week 3   Virtual LANs
Week 4   Basic Routing
Week 5   Inter-VLAN Routing
Week 6   Static Routing
Week 7   Dynamic Routing
Week 8   Basic OSPF
Week 9   Access Control
Week 10 IP Address Assignment & Translation
Week 11 Final Exam(s)
Title: Intermediate Routing & Switching

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: 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:

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 [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:** Signature Date Recommendation

Curriculum Committee Chair __________________________________________
Course Title: CIS 153C: Intermediate Routing & Switching

Developed By: John Blackwood

Development Date: Fall 2013

Revision Date: N/A

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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:

- Explain basic switching concepts and the operation of Cisco switches
- Explain enhanced switching technologies such as VLANs, VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Protocol (PVSTP), and 802.1q
- Configure and troubleshoot basic operations of a small switched network
- Explain the purpose, nature, and operations of a router, routing tables, and the route lookup process
- Configure and verify static routing and default routing
- Explain how VLANs create logically separate networks and how routing occurs between them
- Explain how dynamic routing protocols, distance vector routing protocols, and link-state routing protocols operate in a modern network
- Configure and troubleshoot basic operations of routers in a small routed network for the following routing protocols:
  - Routing Information Protocol (RIPv1 and RIPv2)
  - Open Shortest Path First (OSPF) protocol (single-area OSPF)
- Configure and troubleshoot VLANs and inter-VLAN routing
- Explain the purpose and types of access control lists (ACLs)
- Configure, monitor, and troubleshoot ACLs for IPv4 and IPv6
- Explain the operations and benefits of Dynamic Host Configuration Protocol (DHCP) and Domain Name System (DNS) for IPv4 and IPv6
- Explain the operations and benefits of Network Address Translation (NAT)
- Configure and troubleshoot NAT operations

**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 & practice.

Week 1   Building a Small to Medium-Sized Network
Week 2   DHCP Services
Week 3   The Spanning Tree Protocol
Week 4   Link Aggregation
Week 5   Troubleshooting Layer 2 Issues
Week 6   Implementing EIGRP
Week 7   Implementing EIGRP
Week 8   Implementing Multi-Area OSPF
Week 9   IOS File Management
Week 10  IOS File Management
Week 11  Final Exam(s)
Title: Wide Area Network Protocols

Supervisor Signature and date:

☒ Revise  Division: CTE

☐ Reactivate  Department: CIS

☐ Delete  Program: CIS

Current course number **CIS 154C**  Revised Course Number **CIS 154C**

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:

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

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**Disposition:**

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Curriculum Committee Chair ____________________________________________
Course No: CIS 154C
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 153C or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.1001

Course Title: CIS 154C: Wide Area Network Protocols
Developed By: John Blackwood
Development Date: Fall 2013
Revision Date: N/A

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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:

- Configure and troubleshoot DHCP and DNS operations for IPv4 and IPv6
- Understand and describe the operations and benefits of the Spanning Tree Protocol (STP)
- Configure and troubleshoot STP operations
- Explain the operations and benefits of link aggregation and Cisco VLAN Trunk Protocol (VTP)
- Configure and troubleshoot VTP, STP, and RSTP
- Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6 for the following routing protocols:
  - Open Shortest Path First (OSPF) protocol (single-area OSPF and multi-area OSPF)
  - Enhanced Interior Gateway Routing Protocol (EIGRP)
- Configure and troubleshoot advanced operations of routers and implement RIP, OSPF, and EIGRP routing protocols for IPv4 and IPv6
- Manage Cisco IOS Software licensing and configuration files

**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 & practice.

Week 1 Connecting to the WAN
Week 2 Configuring Serial Connections
Week 3 Broadband Solutions
Week 4 Configuring Site-to-Site Connectivity
Week 5 Configuring Site-to-Site Connectivity
Week 6 Monitoring the Network
Week 7 Troubleshooting the Network
Week 8 Network Architectures
Week 9 Network Architectures
Week 10 Putting It All Together
Week 11 Final Exam(s)
Title: Authoring for the World Wide Web

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
Course No: CIS 195
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: CIS 120 or instructor approval.
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.0801

Course Title: Authoring for the World Wide Web I
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1   HTML I
Week 2   HTML II
Week 3   CSS I
Week 4   CSS II
Week 5   Web Tables
Week 6   Web Forms
Week 7   Multimedia
Week 8   Frames
Week 9   HTML Validation
Week 10 Javascript
Week 11 Final Exam(s)
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
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 name and description:

Course 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

Disposition:   Signature               Date       Recommendation

Curriculum Committee Chair ________________________________
COURSE OUTLINE – Page 1 of 2

Course No: CIS 240M
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 120 or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.1001

Course Title: CIS 240M: Installing & Configuring Microsoft Windows Server
Developed By: John Blackwood
Development Date: Winter 2014
Revision Date: N/A

COURSE 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.

COURSE OUTCOMES:
Upon completion of this course the student should be able to:

- Install and configure Windows servers
- Configure server roles and features
- Configure Hyper-V
- Deploy and configure core network services
- Install and administer Active Directory

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 & practice.

Week 1  Introduction to the Windows Server OS
Week 2  Configuring Local Storage
Week 3  Configuring Servers for Remote Management
Week 4  Creating & Configuring VM Settings
Week 5  Creating & Configuring VM Storage
Week 6  Creating & Configuring Virtual Networks
Week 7  Configuring IPv4 & IPv6 Addressing
Week 8  Deploying & Configuring the DHCP Service
Week 9  Deploying & Configuring the DNS Service
Week 10 Installing Domain Controllers
Week 11 Final Exam(s)
Title: Introduction to Database Management Systems

X______________________________________________________________

Supervisor Signature and date:

☐ Revise Division: CTE

☐ Reactivate Department: CIS

☐ Delete Program: CIS

Current course number CIS 275                         Revised Course Number CIS 275

Current Course Title: Introduction to Database Management Systems
Revised Course Title: Introduction to Database Management Systems 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: 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, course description, and course outcome.

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 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:**

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Curriculum Committee Chair _______________________________
COURSE OUTLINE – Page 1 of 1

Course No: CIS 275
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: CIS133CS or instructor approval.
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.0802

Course Title: Introduction to Database Management Systems I
Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: Summer 2013

COURSE DESCRIPTION:
Students will be introduced to database management systems (DBMS). Topics include database theory and practice, administration, table creation, database normalization, and structured query language (SQL). Students will use the tools of the DBMS to develop. 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 and administer a 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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1  Introduction to Databases
Week 2  Database Administration Tools
Week 3  Querying Databases
Week 4  Database Concepts and Terminology
Week 5  ERD
Week 6  Normalization
Week 7  Creating Databases
Week 8  Creating Tables
Week 9  Indexes
Week 10 Views
Week 11 Final Exam(s)
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/Instruc. Prerequisites: CIS 275 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, prerequisites, course description, and course outcome.

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 ________________________________________________
Course Title: Introduction to Database Management Systems II

Developed By: Vincent Yip

Development Date: Summer 2013

Revision Date: Summer 2013

COURSE DESCRIPTION:
A continuation of the concepts and software expertise developed in CIS 275. Students will cover advanced SQL and database administration 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.

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

Note: this outline is subject to change and depends on current technologies & practices.

Week 1  SDLC and DBLC
Week 2  Triggers I
Week 3  Triggers II
Week 4  Store Procedures I
Week 5  Store Procedures II
Week 6  Creating Jobs, Operators and Alerts
Week 7  Performance Monitoring and Turning
Week 8  Policy-Based Management
Week 9  Backup and Restore
Week 10 Security
Week 11 Final Exam(s)
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/Instruc. 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:

Course 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 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

---

**Disposition:**

Signature       Date       Recommendation

Curriculum Committee Chair ____________________________________________________
Course No: CIS 279M
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 240M or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.1001

Course Title: CIS 279M: Microsoft Windows Server Administration I
Developed By: John Blackwood
Development Date: Winter 2014
Revision Date: N/A

COURSE 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.
COURSE OUTCOMES:

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

- Install and administer Active Directory
- Create and manage group policy objects
- Deploy, manage, and maintain servers
- Configure file and print services

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 & practice.

Week 1  Create & Manage AD Users, Computers, Groups, & OUs
Week 2  Create GPOs
Week 3  Deploy & Manage Server Images
Week 4  Implement Patch Management
Week 5  Monitor Servers
Week 6  Configure DFS
Week 7  Configure FRSM
Week 8  Configure File Services & Disk Encryption
Week 9  Configure Advanced Audit Procedures
Week 10 Configure DNS Zones & Records
Week 11 Final Exam(s)
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:

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.

☐ 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 __________________________
**COURSE OUTLINE – Page 1 of 2**

<table>
<thead>
<tr>
<th>Course No:</th>
<th>CIS 284</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit:</td>
<td>4</td>
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<tr>
<td>Lecture Hrs/wk:</td>
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<td>Lab Hrs/Wk:</td>
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<td>Lecture/Lab Hrs/Wk:</td>
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<td>Practicum Hrs/Wk:</td>
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<td>Clock Hours:</td>
<td>55</td>
</tr>
<tr>
<td>Length of Course:</td>
<td>11 weeks</td>
</tr>
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</table>

Banner enforced Prerequisite: CIS 240M or instructor approval

Instructor enforced Prerequisite:

Co-Requisite:

Load Factor: 4.4

Activity Code: 220

CIPS: 11.1001

Course Title: CIS 284: Network Security Fundamentals

Developed By: John Blackwood

Development Date: Spring 2013

Revision Date: N/A

**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.
COURSE OUTCOMES:

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

- Explain the security function and purpose of network devices and technologies
- Apply and implement secure network administration principles
- Distinguish and differentiate network design elements and compounds
- Implement and use common protocols
- Identify and explain the role of commonly used default network ports
- Implement a wireless network in a secure manner
- Explain risk-related concepts
- Implement appropriate risk mitigation strategies
- Execute appropriate incident response procedures
- Explain the importance of security-related awareness and training
- Compare and contrast the aspects of business security
- Explain the impact and proper use of environmental controls
- Execute disaster recovery plans and procedures
- Explain the concepts of confidentiality, integrity, and availability
- Analyze and differentiate among types of malware
- Analyze and differentiate among types of attacks
- Analyze and differentiate among types of social engineering attacks
- Analyze and differentiate among types of wireless attacks
- Analyze and differentiate among types of application attacks
- Analyze and differentiate among types of mitigation and deterrent techniques
- Implement assessment tools and techniques to discover security threats and vulnerabilities
- Explain the importance of application security
- Carry out appropriate procedures to establish host security
- Explain the importance of data security
- Explain the function and purpose of authentication services
- Explain the fundamental concepts and best practices related to authentication, authorization, and access control
- Implement appropriate security controls when performing account management
- Explain general cryptography concepts
- Use and apply appropriate cryptographic tools and procedures
- Explain the core concepts of public key infrastructure

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 & practice.

Week 1  Introduction & mitigating threats
Week 2  Crytography
Week 3  Authentication
Week 4  User- and role-based security
Week 5  Peripheral security
Week 6  Application & messaging security
Week 7  Ports & protocols
Week 8  Network security
Week 9  Wireless security
Week 10 Business continuity
Week 11 Final Exam(s)
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 - Page 2 of

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

<table>
<thead>
<tr>
<th>PROGRAM</th>
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</tr>
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<tbody>
<tr>
<td>AAS-CIS</td>
<td>CIS</td>
<td>Winter 2015</td>
</tr>
<tr>
<td>Certificate</td>
<td>Junior Programmer</td>
<td>Fall 2014</td>
</tr>
</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 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:  220
CIPS:  11.0201

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 1-11.]

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
Week 11  Final Exam(s)
New Course title: Introduction to Programming I – Visual C#

Supervisor Signature:

CIS 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
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 1-11.]

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
Week 11 Final Exam(s)
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
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>
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<tbody>
<tr>
<td>AAS-CIS</td>
<td>CIS</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Certificate</td>
<td>Junior Programmer</td>
<td>Fall 2014</td>
</tr>
</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 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: 220
CIPS: 11.0201

Course Title: Introduction to Programming II – Visual C#

Developed By: Vincent Yip
Development Date: Summer 2013
Revision Date: N/A

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 1-11.]

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
Week 11  Final Exam(s)
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
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: 220  
CIPS: 11.0201  

Course Title: Introduction to Programming II – Visual C#  
Developed By: Vincent Yip  
Development Date: Summer 2013  
Revision Date: N/A  

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 1-11.]

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
Week 11  Final Exam(s)
Course title: Microsoft Windows Server Administration II

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

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

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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 2014

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: CIS 288M: Microsoft Windows Server Administration II

Developed By: John Blackwood

Development Date: Summer 2014

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; group policy object management; 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:

- Configure network services and access
- Configure a Network Policy Server infrastructure
- Configure and manage Active Directory
- Configure and manage group policy objects

REQUIRED TEXT/MATERIALS: To be determined prior to when course is taught.
OUTLINE: [Topics taught by week 1-11.]

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
Week 11 Final Exam(s)
New Course title: Microsoft Server Administration II

Supervisor Signature:

CIS 288M: Microsoft Server Administration II

Student need for course: Offered as part of CIS degree and Server Administrator certificate. Skill in Windows Server administration is an essential skill in the CIS job market.

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, 135, 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, 3 courses were dropped from the CIS degree (CIS 120, 1 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
Course Title: CIS 288M: Microsoft Windows Server Administration II

Developed By: John Blackwood

Development Date: Summer 2014

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; group policy object management; virtualization; user and password management; group policy objects; remote access; remote access; file, Windows, and network security, including AAA; and performance monitoring and management.

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

- Configure network services and access
- Configure a Network Policy Server infrastructure
- Configure and manage Active Directory
- Configure and manage group policy objects

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 & practice.

Week 1   VPN routing and Direct Access
Week 2   Network Policies
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Week 7   Account Policies
Week 8   Group Policy Object processing & settings
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Week 10  Group Policy Preferences
Week 11  Final Exam(s)
New Course title: Microsoft Server Administration II

Supervisor Signature:

CIS 288M: Microsoft Server Administration II

Student need for course: Offered as part of CIS degree and Server Administrator certificate. Skill in Windows Server administration is an essential skill in the CIS job market.

Course Information:

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

☐ 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):

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Course impact on:

a. Student enrollment in other courses: CIS 120, 135, 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, 3 courses were dropped from the CIS degree (CIS 120, 1 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
Course title: Microsoft Windows Server Administration III

X________________________________________
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 240M or instructor approval

Length (wks) 11

Instructor Pre-req.  Co-requisites

 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

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

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<td>Fall 2014</td>
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Overlap Indicate departments and courses

None

COURSE DEVELOPED BY: John Blackwood DATE: **Summer 2014**

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 240M or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 220
CIPS: 11.1001

Course Title: Microsoft Windows Server Administration III
Developed By: John Blackwood
Development Date: Summer 2014
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 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
Week 11  Final Exam(s)
New Course title: Microsoft Windows Server Administration III

X________________________________________
Supervisor Signature:

CIS 289M: Microsoft Windows Server Administration III

Student need for course: Offered as part of CIS degree and Server Administrator certificate. Skill in Windows Server administration is an essential skill in the CIS job market.

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, 135, 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, 3 courses were dropped from the CIS degree (CIS 120, 1 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
**COURSE OUTLINE – Page 1 of 2**

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**Course Title:** CIS 289M: Microsoft Windows Server Administration III  
**Developed By:** John Blackwood  
**Development Date:** Summer 2014  
**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.

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

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- Configure, Manage, and Implement Dynamic Access Control
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Week 8   Sites, AD management, & SYSVOL
Week 9   AD FS & AD CS
Week 10  Certificates & AD RMS
Week 11  Final Exam(s)
New Course title: Microsoft Server Administration III
X

Supervisor Signature:

CIS 289M: Microsoft Server Administration III

Student need for course: Offered as part of CIS degree and Server Administrator certificate. Skill in Windows Server administration is an essential skill in the CIS job market.

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

Disposition:  Signature  Date  Recommendation

__________________________  ____________________
Curriculum Committee Chair  Vice President of Instruction