Approval of Instructional Council Minutes- April 28, 2015

New Programs:
To Be Presented By: Martha Joyce
- Retail Management Business Essentials Pathway Certificate

New Courses:
To Be Presented By:

Program Revisions:
To Be Presented By: Clay Baumgartner
- AAS Engineering Technology Program

To Be Presented By: Ken Carloni
- Natural Resources Landscape Monitoring Option

To Be Presented By: Chris Lake
- AAS Enology
- Certificate-Viticulture

To Be Presented By: Gwen Soderburg-Chase
- Early Childhood Education, AAS

Course Revisions:
To be presented by: Martha Joyce
- BA 206 Management Fundamentals
- BA 214 Business Communication
- BA 231 Computer in Business
- SDP 113 Human Relations for Supervisors

Informational:
To be presented by: Tamra Samson
- Practical Nursing Program
To Be Presented by: Martha Joyce

- Need to have discussion about the problems in the new Hospitality and Restaurant Management Program. The program does not have an approved Human Relations elective course.

General:

- Need to have discussion about waiving general requirements for a degree or certificate when student already has a Bachelor’s, Master’s or PHD. Discussion was brought up that it stops completions for students that think they should not be required to take general ED courses when they already have upper level degrees.

To Be Presented by: John Blackwood

- He would like to pitch a new AAS degree with an emphasis in cybersecurity. He will develop the degree and certificate over the summer and present it in the fall with the board’s approval.

Next Curriculum Committee Fall, & Instructional Council, Fall
New Programs:
To be presented by Ken Carloni:
- Natural Landscape Monitoring Option  
  Articulated with OSU, Approved to move to the State  
  AS Degree  Will be in the 16-17 catalog but will start offering classes in the Fall of 15.  

New Courses:
To be presented by: Ken Carloni
- NR 242-Ecosystems of Southwest Oregon and Northern California  
  Approved new course  

- NR 243-Historical Ecology of Pacific Northwest Landscapes  
  Approved new course  

- NR 251-Principles of Fish and Wildlife Conservation  
  Approved new course  

- NR 255A-Landscape Monitoring: Fall  
  Approved new course  

- NR 255B-Landscape Monitoring: Winter  
  Approved new course  

- NR 255C-Landscape Monitoring: Spring  
  Approved new course  

Program Revisions:
None
Course Revisions:
To be presented by Jillanne Mitchell:
  • ENG 201-Shakespeare
    Approved to combine courses, will be a two course sequence
    Early to mid, (4) credits

  • ENG 202-Shakespeare
    Approved to combine courses, will be a two course sequence
    (4) Credits Effective 16-17 catalog year

  • ENG 203-Removing Course
    Course removed

To be presented by: Ken Carloni
  • BI 221- Principles of Biology- Course number is BI 211. CH 112 or CH 104 as a prerequisite for this course.
  • NR 240, Natural Resources needs added, “Instructor consent” as a prerequisite.
  • CH 112- Fundamentals of Chemistry
    Prerequisite for BI 211

Informational:
  • PN 102-Foundations of Practical Nursing- Tamra
    Course number will change to PN 103, Foundations of Practical Nursing II
    Offered fall/winter/spring

  • PN 103-Foundations of Practical Nursing II- Tamra
    Course number will change to PN 102, Foundations of Practical Nursing
    Offered Fall/winter/spring

  • Potential Occupational Skills Training (OST) and Water Quality Degree Offering at UCC- Clay
    Concept is approved to explore, state recognized certificate

  • Potential Forestry Engineering (FE), Forestry Management (FM) and Natural Resources (NR) Degree Offering at UCC- Clay
    Concept is approved to explore

MTH 243
Dee Winn stated that MTH 243 is no longer transferring for engineering students, need to develop new course that transfers

Program Review Process
Roxanne would like to address the Program Review Process
Develop a better way of rating new programs

Next Curriculum Committee May 12th & Instructional Council May 26th
Basic Information
Name of Program: Retail Management Business Essentials Pathway Certificate, parent program Marketing AAS
Contact Name and Title: Martha Joyce, Business Department Chair
Department: Business
Supervisor: Jesse Morrow, Dean

Program-Specific Information
Date, Year, and Term of Proposed Implementation:
September 2015, fall term

Program Award:
- Less than 1 year certificate
- 1 year certificate
- 2 year certificate
- Career Pathway certificate
- Degree

Number of Credits: 13

New Program/Certificate Title: Retail Management Business Essentials Pathway Certificate

Program Description (This is the description that will appear in the catalog, so make sure it is exactly what you want)
This pathway certificate consists of the first four courses of the 8-course Retail Management Certificate (RMC). This certificate gives students essential business skills and prepares them for retail middle-skills jobs such as those found in counter service/sales, stockers, cashiers, and entry-level managers. Completion of the last four courses of the 8-course RMC enables students to apply for an industry-recognized certificate from the Western Association of Food Chains (WAFC). Students who opt to move into the Marketing AAS program gain additional skills which build and strengthen their business and marketing background. Students must apply to the Retail program by contacting a Business Department faculty.

Labor Market Need (Brief description; you will also need to complete an LMI worksheet, EXCEPT for Career Pathways Certificates):
n/a

Target Student Population:
The target student population consists of:

- Adult Basic Skills students who have an interest in the retail industry and who seek short-term training
- High School students who have an interest in the retail industry and who seek short-term training
- General population and current UCC students who have an interest in the retail industry and who seek short-term training
• Current retail employees who may or may not be employees of WAFC-member companies who want to build and strengthen their core business skills and gain a competitive advantage with regard to promotional opportunities.

Program Outcomes: *(please list numerically)*

1. Communicate effectively using verbal and written skills.
2. Identify and examine human relations skills within the retail organization.
3. Understand business vocabulary.
4. Understand basic management and supervision functions and principles.
5. Apply appropriate ethical choices.
6. Exhibit critical thinking and decision making skills.
7. Use appropriate current technology to support business decision making.

Program Impacts:

- Standard Instructional Costs (staff, materials, equipment or facilities) are required.
- Additional instructional costs (staff, materials, equipment or facilities) are needed.
- Impact to other divisions in terms of scheduling or staffing.

Program Impact Description *(for any of the program impacts listed above, please describe)*:

Within the Business Department, standard instructional costs will be incurred. However, students will be absorbed into the existing, planned-for cohorts. Judicious operational-level enrollment management will aid in controlling costs. Cohorts with Adult Basic Skills (ABS) students will be paired with supplemental ABS instructor-led contextualized learning opportunities.

Additional Instructor Requirements *(FT/PT, number, qualification, ability to recruit)*:

The courses in this certificate are taught by a mixture of existing full- and part-time Business Department faculty. Currently two full-time and two part-time instructors have the program courses embedded in their instructional loads. Instructors are deemed qualified using the College’s credentialing process. Should additional faculty be needed to teach in this program, it is anticipated that they will come from currently employed departmental faculty. Contextualized courses with ABS students will be staffed through the Adult Basic Skills Department using the department’s credentialing and recruiting processes.
Program Standards
Using new or parent program information, create a short description that provides the requested data. These descriptions will be entered exactly as they appear in the New Program Form into the official record with the State of Oregon. The maximum number of characters for each standard is 4,000.

Standard A – Need:
The community college provides clear evidence of the need for the program.
The Retail Industry is experiencing growth as well as a skills gap. There are not enough people to fill the middle-skills jobs that include occupations such as checker, counter service/sales, stockers, and entry-level supervisors. In the United States, there are more than 14.9 million workers in the retail industry with an estimated 1.1 million new jobs needed by 2022.¹ This pathway certificate is designed to prepare students to fill entry-level positions requiring essential business/retail middle-skills. Statewide employment in retail is “much larger than the statewide average for all occupations” and is “…projected to be much higher than the statewide average number of job openings for all occupations through 2022.”² This pathway certificate will be concentrated so that students can finish in six months or less, thus enabling easy entry and exit of students who need and desire short-term training. The College’s Business Department, where the pathway certificate will be housed, has collaborated with the Adult Basic Skills Department as well to identify a new source of students. The two departments have collaborated and identified key classes where contextualized learning modules will be created and taught alongside regular program classes.

Standard B – Collaboration:
The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.
The Retail Management Certificate (RMC) at Umpqua Community College is a statewide certificate that is endorsed by the Western Association of Food Chains (WAFC) and the Food Marketing Institute (FMI). Oregon colleges meet each fall and spring to review the Retail Management Certificate; and the WAFC regularly receives input from the retail industry and its Board of Directors as to outcomes and goal achievement. At the statewide meetings, the RMC colleges also meet with local and regional retail partners to gather input that informs decisions. Since the proposed Retail Management Business Essentials Pathway Certificate consists of the first four courses in the 8-course RMC, it will receive the same attention that the RMC receives. Furthermore, the Retail Management Business Essentials Pathway Certificate will be a pathway into the College’s Marketing AAS degree. This particular degree is guided by the College’s local General Business Advisory Committee which meets twice each year to review programs and provide input on curricular matters.

Standard C – Alignment:
The program is aligned with the appropriate education, workforce development, and economic development activities.
As a pathway certificate, this program is aligned with the College’s Marketing AAS program; and it consists of the first four courses in the 8-course Retail Management Certificate. The pathway certificate will offer short-term training (ranging from 1-2 academic quarters or up to 6 months in length) so that

students may enter the workforce quickly and relatively inexpensively compared to programs of greater duration. The four courses in this certificate, as noted by the Western Association of Food Chains, deliver business essentials to students entering or desiring to be promoted within the retail industry.

The Business Department continues to work with its statewide retail group that includes other community colleges, industry partners, and the Western Association of Food Chains to assure that relevant, quality, industry-approved outcomes are embedded in all courses in the Retail Management Certificate (including the four courses in the proposed Retail Management Business Essentials Pathway Certificate).

**Standard D – Design:**
The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.

The four courses identified in this pathway certificate have been designated as a cluster of classes by the WAFC that will provide Retail Management students with industry-approved essential business skills. These classes help to prepare students for middle-skill retail jobs such as counter service/sales, stockers, cashiers, and entry-level supervisors. Graduates of the 4-course pathways certificate may also desire to continue their education with the statewide 8-course RMC. Upon completion of the 8-course RMC, students may apply to the WAFC for an industry-recognized “certificate” which says to prospective and current employers that the certificate holder has met a set of industry outcomes; and this helps to leverage their career and promotional opportunities given work experience and education.

Furthermore, Western Governor’s University (WGU) and the WAFC have an MOU which allows RMC students to transfer directly into one of WGU’s undergraduate business programs. Students who wish to continue their education with the pathway certificate may also enroll in Umpqua Community College’s Marketing AAS program.

**Standard E – Capacity:**
The community college identifies and has the resources to develop, implement, and sustain the program.

The College has identified the Business Department and its faculty as developers and implementers of this program. The Business Department already offers the Marketing AAS (parent program) and the statewide, 8-course, Retail Management Certificate. The department starts a new cohort of RMC students each school term; so adding the short-term pathway certificate fits in with the existing cohort model. The RMC has grown steadily from 12 students in 2012/13 to 45 students in 2014/15. Faculty work hard to market the program and carefully advise current and prospective students. Use of a high-touch model, regular cohort start dates, and good communication with industry constituencies will help to sustain the program.
Proposed Courses – please attach course outlines

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SDP113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>BA231</td>
<td>Computers in Business</td>
<td>4</td>
</tr>
<tr>
<td>BA214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA206</td>
<td>Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits for Program</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Additional Process Items
Please check all of the additional forms and documents you have completed and submitted to Curriculum Committee. Links to fill-able versions of these forms can be found at [http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces](http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces).

- [ ] Required: Labor Market Information (LMI) Form (not needed for Career Pathway Certificate)
- [ ] Required: Course Outlines for all courses
- [ ] Specialized Form: Advisory Committee
- [ ] Specialized Form: Start Up Budget
Retail Management Business Essentials Pathway Certificate
Program Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate effectively using verbal and written skills.
2. Identify and examine human relations skills within the retail organization.
3. Understand business vocabulary.
4. Understand basic management and supervision functions and principles.
5. Apply appropriate ethical choices.
6. Exhibit critical thinking and decision making skills.
7. Use appropriate current technology to support business decision making.
Retail Management Business Essentials Pathway Certificate
Start-up Budget

**Business Department**

- Curriculum development for program paperwork $300
- Curriculum development/consulting for contextualized instruction. 800

*Notes: If not funded by retail grant, then amounts = $0*

- Instruction (sunk cost – already accounted for in planned Cohort instruction) 0

Total Business Department $1100

**Adult Basic Skills Department**

- Curriculum development for contextualized courses $1800

*Notes: 2 courses @ $900 each. If not funded by Retail grant, Then ABS Department will seek Title II funds to support this.*

- Instruction 2 classes @ 4 hours/week * 11 weeks @$30/hr. 2640

Total Adult Basic Skills Department $4400
College Representatives Present:
- Cherie Phipps, WAFC
- Gary Gray, Umpqua Community College
- Debi Gresham, Umpqua Community College
- Linda Davenport, Klamath Falls Community College
- Karen Edwards, Chemeketa Community College
- Harley Roth, Chemeketa Community College
- Ian Priestman, Linn Benton Community College
- Pam Clem, Clackamas Community College
- Luis Juarez, State of Oregon
- Ron Dodge, State of Oregon

Notes from the College Meeting:

1. An extensive discussion was held about clarifying the definition of the 8 course RMC change voted in at the October 2013 meeting held at PCC Sylvania in Portland. There was some confusion from a few colleges as to whether or not the original 10 course model could be retained. The WAFC clarified that the 8 course model was the new standard and that all colleges must implement by June 2016. A discussion was held regarding the calendar impact of that date which means that colleges must begin now to finalize the change and update the 2016/17 catalogs. All schools seeking to continue offering continue to offer the LTOY RMC must adopt the 8 course model by June 2016.

2. The discussion regarding the 8 course RMC change evoked an additional conversation regarding the role of local advisory committees versus the statewide consortium. Ron Dodge clarified that since the LTOY RMC is a statewide certificate it is managed by the statewide consortium under the direction of the WAFC as the industry representative and endorser. Local advisory committees do not have the authority to alter the terms of the certificate. Luis Juarez clarified that any school opting not currently following the state approved program (approved 10/13) and/or not to adopt adopting the 8 course model model by June 2016 [due to local advisory committee or college instructional reasons] would need to discontinue suspend the LTOY RMC after June 2016.

3. Umpqua Community College presented a course number change moving BA160 Accounting for Managers to BA233 Accounting for Managers effective June 2015. A motion to approve was made by Pam Clem, seconded by Linda Davenport, and passed with a unanimous vote. Clackamas will input the change to the state.

4. Clackamas Community College presented a request to combine change their current current BA111 and BA104 requirement to BA 217 in the RMC one year program to directly align with the current LTOY RMC into a new course in order to meet the 8 course model. A motion to approve was made by Gary Gray, seconded by Linda Davenport, and passed with a unanimous vote. Additionally, Clackamas will submit the BA 272 (currently approved for the LTOY) to their college
5. Umpqua Community College and Klamath Community College confirmed that they have completed the conversion to an 8 course model with all courses offered online. Clackamas Community College indicated that the 8 course conversion was in process and would be completed by the June 2016 deadline. Both Chemeketa Community College and Linn Benton Community College indicated that local advisory group or college level instructional issues might prevent conversion to the 8 course model.

6. Umpqua Community College presented a plan to develop a pathway like option where the first four and second four LTOY RMC courses would be grouped into separate completion certificates. The intention is to create the foundation for a pathway from the LTOY through the full one year certificate and for UCC a pathway into the UCC AAS Marketing Degree. The committee provided approval for UCC to move in this direction as a local option.

7. Pam Clem from Clackamas suggested and the members approved creation of a sub-committee to develop a plan for a Pathway for the LTOY RMC to integrate into the full One Year RMC and create a better alignment with the WAFC Industry Employment/Jobs pyramid. The sub-committee was approved and the members are: Pam Clem, chair, Gary Gray, Linda, Ron Dodge, Luis Juarez, and Linda Davenport.

8. For the Fall meeting three items were requested:
   a. Ian Priestman asked for time to present LBB changes in both BA285 and BA214.
   b. The group requested that the Oregon RMC crosswalk document be updated and reviewed at the Fall meeting with the modifications made by various colleges in moving to the 8 course model.
   c. Presentation from the RMC Pathway sub-committee on progress and/or recommendation.

Industry Partner Notes:
1. Represented during the industry partner meeting were Winco, Albertson’s/Safeway, and Fred Meyer.
2. The WAFC presented the newly established goals for member participation at 1% enrollment by 2016. The target enrollment is now 3,513 with a goal of 1,300 graduates by Fall 2016.
3. The Act-On grant presented an update on the curriculum development project. While an example of the new curriculum was presented it is noted that the full curriculum package remains a work in process.

4. Each of the industry partners provided support for the 8 course model and offered comments on their plans for increasing enrollments.
4.5. The RMC was recognized at a White House ceremony and the WAFC was represented by an industry group presented in Washington
Next Meeting:

- The group selected Friday, October 30, 2015 as the Fall meeting date. Albertson’s/Safeway offered to host the meeting in their new training facility.

The meeting was adjourned at 1:30pm.
1. Describe the management functions of planning, organizing, leading, and controlling.
2. Discuss management concepts as they relate to the global environment.
3. Debate ethical dilemmas in management.
4. Demonstrate appreciation for diversity as a business management strategy.
5. Identify future trends in management.

<table>
<thead>
<tr>
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<th>Program Outcomes</th>
<th>UCC's Learner Outcomes</th>
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<tbody>
<tr>
<td>1. Describe the management functions of planning, organizing, leading, and controlling.</td>
<td>1, 3, 4, 5, 6</td>
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<td>1, 2, 3, 4, 5</td>
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<td>4. Demonstrate appreciation for diversity as a business management strategy.</td>
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<td>1, 4, 5</td>
</tr>
<tr>
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<td>1, 2, 3, 6, 7</td>
<td>1, 2, 3, 4, 5</td>
</tr>
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UCC’s Mission: Umpqua Community College provides high quality [college degree programs](#), [workforce development](#), and [community learning](#) opportunities.
1. Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.

2. Use online and digital resources and tools to communicate professionally with internal and external audiences.

3. Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.

4. Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.

5. Edit documents to improve conciseness, precision, tone, and layout.

6. Construct short and long business reports and meeting minutes.

7. Create job search tools including cover letters, resumes, and follow-up communication.

8. Demonstrate oral communication skills including speaking and listening effectively.

9. Prepare an effective oral presentation using technology and support materials.

Program Outcomes

1. 6, 7

2. 1, 2, 3, 7

3. 1, 2, 3, 7

4. 1, 3, 7

5. 1

6. 1, 3

7. 1

8. 1, 3

9. 1, 3, 7

UCC's Learner Outcomes

1, 2, 3, 6

2, 3, 6

1, 2, 3, 6

1, 2, 3, 6

1, 2, 3

1, 2, 3, 6

1, 2, 3

1, 2, 3, 6

1, 2, 3, 6

UCC’s Mission: Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.
### Intended Course Learner Outcomes

1. Design, produce, and use word-processing documents
2. Create spreadsheet documents, graphs and presentations.
3. Use database files for the purpose of solving specific business-related problems.
4. Successfully integrate MS Word documents, Excel spreadsheets and graphs, PowerPoint Slides, and Access database files into a finished product.

### Program Outcomes

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### UCC's Mission

Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.
## Intended Course Learner Outcomes

1. Define and contrast human relations and organizational behavior dynamics.
2. Identify employee needs, which can be met by motivating behavior acceptable to the organization.
3. Identify individual and group perceptions and beliefs and address them in a way that will ensure positive relationships as an end result.
4. Demonstrate an understanding of the role that management and individuals play in an organization along with understanding the theories behind motivation and organizational behavior.
5. Analyze workplace situations to include individual expectations along with organizational and team goals in order to develop supervision tactics that meet departmental objectives.
6. Demonstrate critical thinking skills relative to the complex organizational nature of the modern workplace.
7. Apply modern organizational management models and techniques to workplace scenarios.

## Program Outcomes

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<td>1, 2, 3</td>
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<td>4, 6</td>
<td>1, 2, 3</td>
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**UCC’s Mission:** Umpqua Community College provides high quality [college degree programs](#), [workforce development](#), and [community learning](#) opportunities.
MEMORANDUM

To: Instructional Committee

From: Clay Baumgartner, Chair, Engineering, CS and CIS Department

cc: Jesse Morrow, Dean, CTE

Date: May 10, 2015

Re: AAS, ENGINEERING TECHNOLOGY PROGRAM, PROPOSED CURRICULUM REVISIONS

BACKGROUND

Student enrollment numbers in the UCC Engineering Transfer program, Computer Science Transfer program (new), and Computer Information Technology program are increasing.

Enrollment in the Engineering Technology program remains lower than desired. Job demand has increased locally for graduates and there are excellent employment opportunities for graduates that are able to travel out of the Douglas County area.

Enrollment in the Engineering Technology program is currently being addressed in multiple ways including retention, marketing, online offerings of courses, incorporating core courses into other UCC degree programs, expanding offerings of drafting courses in high schools, developing expanded internship opportunities, continuing to align course outcomes with employer needs, and evaluating program curriculum. The focus of this memorandum is program curriculum.

Copies of the existing and proposed curriculum are listed in Attachment A. If approved, the changes would take effect in the 2016/17 Catalog. The proposed changes have been discussed with the Engineering Advisory Committee.

PROPOSED CURRICULUM CHANGES, AAS, ENGINEERING TECHNOLOGY PROGRAM

Following is a summary of curriculum/program changes that are proposed.

1. Soils Lab – OSU Biological Transfer Course

   We are converting the CIV 223 Properties and Materials Course to Soils 205 (lecture) and Soils 206 (lab) course. The lecture portion will be taught through the Science Department and the lab will be instructed through the Engineering program. The course will transfer as a general education requirement for OSU.
2. **Water Quality Courses – Separate into New AAS Degree with Focus on Practicum Training**

   The four WQT (water quality technology courses) would be separated out of the Civil Engineering and Surveying Technology AAS degree, and moved into a new Engineering Technician and Water Quality Operations AAS degree. The curriculum in the first year of the two AAS degrees remains the same. The second year of the Water Quality Operations degree would have more focus on work experience. The college is currently evaluating the feasibility of the new AAS degree and the proposal was discussed at the IC meeting in April 2015.

3. **AAS, Civil Engineering and Surveying Technology Program, Additional Math and Transfer Courses**

   The curriculum for the current AAS degree and proposed AAS degree are listed in Attachment A. The AAS degree is currently a terminal degree for engineering students. Students completing the two-year degree are not likely to transfer. The primary hurdle for future transfer is the 5 quarters of calculus required for transfer students. AAS graduates that later decide to pursue a transfer degree would still need to complete another two years at UCC prior to transfer.

   The proposed changes include:

   1. Add two quarters of calculus to AAS degree.
   2. Move the WQT courses to a separate AAS degree with water quality focus
   3. Add a second quarter of GIS
   4. Add the ENGR 211, ENGR 212, and ENGR 213 sequence to the second year of program
   5. Convert CIV 223 Properties and Materials course to Soils 205/206 which transfers to OSU
   6. Add SP 111 Fundamentals of Public Speaking

   The benefits to the proposed curriculum changes include:

   1. All of the second year courses transfer (SUR 162, 163, and 242 transfer to OIT)
   2. Technology graduates can transfer with a third year of course work, providing an additional pathway for students
   3. Enrollment will increase in core engineering courses, since the courses will be taken by both the technology and transfer students
   4. Increases the problem solving skill level of graduates

   The disadvantage is that some students may be discouraged from enrolling in the technology program due to the higher math requirement. However, students will have the option of taking the second year of the more focused AAS in Engineering Technician and Water Quality Operations AAS degree (if this degree is determined to be feasible). The proposed revisions, including higher math requirement, are supported by the Engineering Advisory Committee based on discussions at the Advisory meeting and subsequent communications.
ATTACHMENT A

Proposed Changes to AAS, Civil Engineering and Surveying Technology
## CIVIL ENGINEERING AND SURVEYING TECHNICIAN, AAS

**EXISTING**

### Prerequisites and Course Availability per Term

(for complete information, see 2014-2015 UCC Catalogue)  
REVISED 06/10/14

<table>
<thead>
<tr>
<th>Course No. and Course Name</th>
<th>Term Offered</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
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<td>Term 1</td>
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<tr>
<td>DRF 112 Computer Aided Drafting (CAD) I</td>
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<td>3</td>
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<td>ENGR 111 Engineering Orientation I</td>
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<td>3</td>
<td>MTH 65 Elementary Algebra</td>
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**TOTAL DEGREE CREDITS** 96

48

*A grade of "C" or better is required in all courses.

Program Advisor: Clay Baumgartner  
541-440-4683 clay.baumgartner@umpqua.edu

**NOTES:**
Recommended that students consider taking MTH 251 Calculus I and MTH 252 Calculus II if potentially considering future transfer.
Calculus is a pre-requisite for many engineering transfer courses, and provides students with additional problem solving skills and increased math aptitude

Last updated 5/9/2015
### Prerequisites and Course Availability per Term

(For complete information, see 2016-2017 UCC Catalogue)  
**REVISED 05/09/15**

<table>
<thead>
<tr>
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<th>Credits</th>
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<td>MTH 95 Pre-Algebra</td>
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<td>ENGR 213 Strength of Materials</td>
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<td>SOIL 205* Soils Science</td>
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<td>SOIL 206* Soils Science Lab</td>
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* Counts at OSU as Biological Science with lab

Last updated 5/9/2015
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

**Basic Information**
Name of Program Revision Contact: Ken Carloni  
Contact Title: Dept. Chair  
Department: Science

**Program Revision Information**
Date, Year, and Term of Proposed Revision: Fall 2015  
Program Title: Natural Resources: Landscape Monitoring Option

**Revision Type - select all that apply**
- Credits
- Title
- Summary
- Outcomes
- X_ Curriculum
- Suspension
- Reactivate
- Delete
- Repackage for a new area of concentration or certificate within existing program.
- Other: (please describe)

**Revised Outcomes (if needed)**
n/a

**Revision Description and Justification**
Please give as many details as possible about the revision, including justification for the change.
This change substitutes CH 112 for CH 101 or CH 221. This allows us to use the broad survey course CH 112: Fundamentals of Chemistry in place of the narrow first term CH 104 or CH 112 classes currently listed, giving students the fundamentals of a range of chemistry concepts likely to be used in Natural Resource monitoring. This change became possible because OSU has determined that the soils class (NR 205: Soil Science) that is also part of the curriculum will satisfy their Baccalaureate Core requirement for a physical science, leaving us the flexibility to use the CH 112 class to satisfy the chemistry requirement in the Natural Resources Core. This will allow Natural Resources students to take the more appropriate chemistry for this program. This also fixes two minor typos in the original course list.

**Program Impacts - select all that apply**
- n/a Instructional costs (staff, materials, equipment, or facilities) required.  
- n/a Additional instructional costs (staff, materials, equipment, or facilities) are needed.  
- n/a Impact to other divisions in terms of classes and staffing  
- Other:
Please list changes to program course listing below.

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<th>CURRENT</th>
<th>PROPOSED</th>
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<td>English Comp. Intro to Argument</td>
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<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
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<td>MTH 111</td>
<td>College Algebra</td>
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<td>BI 211</td>
<td>Principles of Biology I</td>
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<td>Principles of Biology III</td>
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<td>ENG 230</td>
<td>Environmental Literature</td>
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<td>Water Resource Science</td>
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<td>Forest Ecosystems</td>
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<td>NR 241</td>
<td>Field Dendrology</td>
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<td>NR 242</td>
<td>Ecosystems of SW Oregon and N California (hybrid)</td>
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<td>NR 243</td>
<td>Historical Ecology of PNW Landscapes</td>
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<td>NR 251</td>
<td>Principles of Fish and Wildlife Conservation</td>
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<td>NR 255A</td>
<td>Landscape Monitoring: Fall</td>
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<td>NR 255B</td>
<td>Landscape Monitoring: Winter</td>
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<td>PE 255</td>
<td>Wilderness Survival</td>
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| Total credits for Program | 95 |
Additional Documentation

Please check additional forms or documentation you have submitted to Curriculum Committee.

__ Curriculum Revision Form
__ Start-Up and First Year Budget
__ Other:
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

**Basic Information**
Name of Program Revision Contact: Chris Lake
Contact Title: Director
Department: Viticulture and Enology

**Program Revision Information**
Date, Year, and Term of Proposed Revision: Fall 2015
Program Title: AAS Enology

**Revision Type - select all that apply**
- [ ] Credits
- [ ] Title
- [ ] Summary
- [ ] Outcomes
- [X] Curriculum
- [ ] Suspension
- [ ] Reactivate
- [ ] Delete
- [ ] Repackage for a new area of concentration or certificate within existing program.
- [ ] Other: *(please describe)*

**Revised Outcomes *(If needed)***

**Revision Description and Justification**
*Please give as many details as possible about the revision, including justification for the change.*

- The proposed revisions to this program include the deletion of GS 105 and HPE 295 along with a change the Chemistry requirement.
- We propose that GS 105 is removed from our program on the suggestion of Dr. Ken Carloni, as we also require a full year of Chemistry. This is documented through email communication and currently we have been doing substitution petitions until we can finalize a more permanent solution.
- The Chemistry requirement of CH 104, 105, and 106 would be changed to OR CH 221, 222, 223 in addition to the CH 104, 105, 106. This would reduce the number of substitution petitions filed and help transfer students navigate the system more easily.
- HPE 295 is no longer a state or institutional requirement for the degree.
- Due to credit changes to the 2015-2016 AAS Enology degree already in place, the degree has grown by 7 credits. This removal of GS 105 and HPE 295 requirements would help to improve the degree completion rate.
Program Impacts - select all that apply

__ Instructional costs (staff, materials, equipment, or facilities) required.
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
X Impact to other divisions in terms of classes and staffing
__ Other:
Please list changes to program course listing below.

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<td>VE 102</td>
<td>Intergrated Pest Control for Grapes</td>
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<td>VE 103</td>
<td>Vineyard Soils, Plant Nutrition, and Irrigation</td>
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<td>VE 110</td>
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<td>Wines of the World</td>
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<td>Wines of the Pacific Region</td>
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<td>WR 115</td>
<td>Introduction to Expository Writing OR higher</td>
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**Total Credits for Program**: 101

**Total Credits for Program**: 94-97
**Additional Documentation**

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

- __Curriculum Revision Form__
- __Start-Up and First Year Budget__
- __Other:__
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

Basic Information
Name of Program Revision Contact: Chris Lake
Contact Title: Director
Department: Viticulture and Enology

Program Revision Information
Date, Year, and Term of Proposed Revision: Fall 2015
Program Title: Certificate - Viticulture

Revision Type - select all that apply
__ Credits
__ Title
__ Summary
__ Outcomes
X Curriculum
__ Suspension
__ Reactivate
__ Delete
__ Repackage for a new area of concentration or certificate within existing program.
__ Other: (please describe)

Revised Outcomes (If needed)

Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change.

• Proposed revision to this program includes the deletion of HPE 295. HPE 295 is no longer a state or institutional requirement for this certificate.

Program Impacts - select all that apply
__ Instructional costs (staff, materials, equipment, or facilities) required.
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
X Impact to other divisions in terms of classes and staffing
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___ Curriculum Revision Form
___ Start-Up and First Year Budget
___ Other:
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

**Basic Information**

**Name of Program Revision Contact:** Gwen Soderburg-Chase  
**Contact Title:** Dept Chair  
**Department:** Early Childhood Education

**Program Revision Information**

**Date, Year, and Term of Proposed Revision:** Summer, 2016  
**Program Title:** Early Childhood Education, AAS

**Revision Type - select all that apply**

__ Credits  
__ Title  
__ Summary  
__ Outcomes  
X Curriculum  
__ Suspension  
__ Reactivate  
__ Delete  
__ Repackage for a new area of concentration or certificate within existing program.  
__ Other: *(please describe)*

**Revised Outcomes *(if needed)***

**Revision Description and Justification**

*Please give as many details as possible about the revision, including justification for the change.*

1. The AAS currently requires students to complete MUS 202 (3 cr). This program update will expand the list of choices that meet this requirement by approving MUS 105, 201, 203, 204 and 205 as alternatives. These options will provide students with more flexibility to complete their degree.

2. The program currently requires students to complete SOC 213 (3 cr). Program update will approve ED 258 as an alternative that would also meet that credit requirement.

**Program Impacts - select all that apply**

__ Instructional costs (staff, materials, equipment, or facilities) required.  
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.  
__ Impact to other divisions in terms of classes and staffing  
__ Other:
Please list changes to program course listing below.

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>MUS 202</td>
<td>Introduction to Music and Its Literature</td>
</tr>
<tr>
<td>SOC 213</td>
<td>Race, Ethnicity and Class</td>
</tr>
</tbody>
</table>
### Additional Documentation

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

- [ ] Curriculum Revision Form
- [ ] Start-Up and First Year Budget
__ Other:


UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Martha Joyce

X Date  January 2012

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

☐ Revise Division:  CTE

☐ Reactivate Department:  Business

☐ Delete Program:  Entry Management AAS, Entrepreneurship Certificate

Current course number BA206 Revised Course Number ______

Current Course Title  Management Fundamentals Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 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 BA101, CIS120 Revised Banner/Instruc. Prerequisites BA101 with C or better or instructor permission

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 weeks or variable Revised Length (Wks) ______

Terms Offered F Revised Terms Offered ______

Proposed implementation date: Term SuYear 2012 Grading Option A-F Load Factor 3.0

Reason for request: Revise prerequisites. Updated outcome language to better align with Bloom’s Taxonomy. Note minimum passing grade is a C for this course.

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

Cost of revision:

☒ 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).
Course No: BA206  
Course Credit: 3  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 0  
Practicum Hrs/Wk: 0  
Clock Hours: 33  
Length of Course 11 weeks  
Banner enforced Prerequisite: BA101 or instructor permission  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 3.0  
Activity Code: 10  
CIPS: 520201

Course Title: Management Fundamentals  
Developed By: Karen Fager  
Development Date: September 1994  
Revision Date: January 2012

**COURSE DESCRIPTION:** This is a basic course in management with emphasis on the application of sound managerial practices and techniques. Managerial functions including planning, organizing, leading, and controlling are studied in the framework of this course.

**COURSE OBJECTIVES:** The successful student, at course completion, will be able to:

- Describe the management functions of planning, organizing, leading, and controlling.  
- Discuss management concepts as they relate to the global environment.  
- Debate ethical dilemmas in management.  
- Demonstrate appreciation for diversity as a business management strategy.  
- Identify future trends in management.

**REQUIRED TEXT/MATERIALS:** Management (M Series), 2011, Bateman/Snell, McGraw-Hill; reliable computer access with fast-internet connection if taking the class online; digital media for backing up / storing work that is digitally created.

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

Week 1 Managing  
Week 2 The Environment of Business  
Week 3 Ethics and Corporate Responsibility; Strategic Planning  
Week 4 Entrepreneurship
Week 5  Organizing

Week 6  Managing Human Resources; Managing the Diverse Workforce

Week 7  Leadership

Week 8  Motivating People

Week 9  Teamwork; Communicating

Week 10 Managerial Control; Innovating and Changing

Week 11 Final exam
Document brought forward by: Martha Joyce

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

Course Number  BA206     Course Name  Management Fundamentals

Student need for course: Required in Entry Management AAS and Entrepreneurship 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:

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

__________________________       ___________________       _____________________
Director of Curriculum Support       Vice President of Instruction
Revise  Division: CTE
Reactivate  Department: Business
Delete  Program: AMA AAS, AA AAS, Entry Management AAS, Marketing AAS, Paralegal Studies AAS, Financial Services Certificate, Retail Management Certificate, Accounting AAS, Legal Assistant Certificate

Current course number BA214  Revised Course Number ______

Current Course Title  Business Communications  Revised Course Title ______

Credits 3  Revised Credits ______
Lecture Hrs/Wk 3  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 WR115 or above  Revised Banner/Instruc. Prerequisites ______
Co-requisites ______  Revised Co-requisites ______
Length (Wks) 11 wks.  Revised Length (Wks) ______
Terms Offered FWS  Revised Terms Offered ______

Proposed implementation date: Term/Year: Summer 2013 Grading Option A-F Load Factor 3.0

Reason for request: To modify outcomes to reflect WAFC and Retail Consortium recommendations.

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: Business Communications
Developed By: Karen Fager
Development Date: 1994
Revisions By: Martha Joyce
Revision Date: October 2013

COURSE DESCRIPTION: This course covers strategies of effective business communication. Students will learn and practice a variety of types of business communication.

COURSE OUTCOMES: The successful student, at course completion, will:
- Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.
- Use online and digital resources and tools to communicate professionally with internal and external audiences.
- Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.
- Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.
- Edit documents to improve conciseness, precision, tone, and layout.
- Construct short and long business reports and meeting minutes.
- Create job search tools including cover letters, resumes, and follow-up communication.
- Demonstrate oral communication skills including speaking and listening effectively.
- Prepare an effective oral presentation using technology and support materials.

REQUIRED TEXT/MATERIALS:

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

Week 1  Workplace Communication

Week 2  Foundations of Writing and Presentations

Week 3  Use of Visuals in Written and Oral Communication

Week 4  Using Appropriate Writing Styles and Writing Good News and Neutral Messages

Week 5  Writing Bad-News Messages

Week 6  Writing Persuasive Messages and Proposals

Week 7  Research and Report Writing

Week 8  Writing Short Reports

Week 9  Speaking and Listening

Week 10  Job Search Communications

Week 11  Final Exam
Document brought forward by: Martha Joyce

________________________________   Date:   October 1, 2013
Supervisor Signature:

Course Number:  BA214     Course Name: Business Communications

**Student need for course:** Required in multiple Business Department courses.

**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: N/A

b. Current program:

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

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

Director of Curriculum Support       Vice President of Instruction
Document brought forward by: Greg Kuk

X             Date  January 2012
Supervisor Signature (Please type in the box with the X by it.)
Revise        Division:  CTE
Reactivate    Department:  Business
Delete        Program:  Business and Paralegal Programs

Current course number BA231                        Revised Course Number ______

Current Course Title  Computers in Business          Revised Course Title ______

Credits 4                                      Revised Credits ______

Lecture Hrs/Wk 4                        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 Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal; or instructor approval. Revised Banner/Instruc. Prerequisites ______

Co-requisites ______                  Revised Co-requisites ______

Length (Wks) 11                            Revised Length (Wks) ______

Terms Offered FS                           Revised Terms Offered ______

Proposed implementation date: Term SuYear 2012 Grading Option A-F Load Factor 4.0

Reason for request: General update

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: BA 231  
Course Credit: 4  
Lecture Hrs/wk: 4  
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 4  
Practicum Hrs/Wk: 
Clock Hours: 44  
Length of Course: 11 wks.  
Banner enforced Prerequisite: Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal; or instructor approval.  
Instructor enforced Prerequisite:  
Co-Requisite: 
Load Factor: 4.0 ILCs  
Activity Code: 100  
CIPS: 520201

Course Title: Computers in Business  
Developed By: Bettie Wright  
Development Date: October 1994  
Revision Date: January 2012

**COURSE DESCRIPTION:**

Computers in Business is designed for business students as a second course in using computers. Assignments will build on what was learned in previous computer and business classes. Students will produce professional-style documents using a popular suite of software applications. A final integrative project will be prepared and presented as a group project.

**COURSE OUTCOMES:**

Upon successful completion of BA 231, students should be able to:

1. Design, produce, use, and print word-processing documents.  
2. Create spreadsheet documents, graphs, and power-point slides.  
3. Use database files for the purpose of solving specific business-related problems.  
4. Successfully integrate word documents, spreadsheets, graphs, power-point slides, and database files into a finished product.

**REQUIRED TEXT/MATERIALS:**

- **Course Technology’s, Illustrated Series, Microsoft Office 2010,** by Carol Cram.  
- An electronic storage device.  
- A notebook for assignments.
OUTLINE:  [Topics taught by week 1-10.]

Week 1  Class Introduction, Word Projects I, Group Project Introduction, Word Projects II
Week 2  Excel Projects I, Group Project Assignments, Excel Projects II
Week 3  Excel Projects II, Integration Projects I
Week 4  Integration Projects I, Access Projects
Week 5  Access Projects
Week 6  Integration Projects II
Week 7  PowerPoint Projects
Week 8  PowerPoint Projects, Integration Projects III
Week 9  Integration Projects III
Week 10 Group Project Presentations
Week 11 Final Exam
Course Number: BA231  Course Name: Computers in Business

Student need for course: Required in various Business and Paralegal programs of study.

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: n/a

b. Current program: n/a

Replacement course for: Course Number:       Title:

Disposition:  Signature                       Date   Recommendation

Director of Curriculum Support               Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Martha Joyce

X Date January 2012
Supervisor Signature (Please type in the box with the X by it.)

☐ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Supervision Certificate and Retail Certificate

Current course number SDP113 Revised Course Number ______

Current Course Title Human Relations for Supervisors Revised Course Title ______

Credits 3 Revised Credits ______
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk 0 Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites None Revised Banner/Instruc. Prerequisites ______

Co-requisites None Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Spring Revised Terms Offered ______

Proposed implementation date: Term Su Year 2012 Grading Option A-F Load Factor 3.0

Reason for request: Update course description and align outcomes to Bloom’s Taxonomy.

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

Cost of revision: None

☐ 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: SDP113
Course Credit:
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk:
Clock Hours: 33
Length of Course 11 wks
Banner enforced Prerequisite: None
Instructor enforced Prerequisite: None
Co-Requisite:
Load Factor: 3.0
Activity Code: 210
CIPS: 520204

Course Title: Human Relations for Supervisors
Developed By: Business Department
Development Date: June 1, 1999
Revision Date: January 2012

COURSE DESCRIPTION: This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of performance, production, and profitability.

COURSE OUTCOMES: Upon successful completion of this course the student will be able to:
1. Define and contrast human relations and organizational behavior dynamics.
2. Identify employee needs, which can be met by motivating behavior acceptable to the organization.
3. Identify individual and group perceptions and belief and to address them in a way that will ensure positive relationships as an end result.
4. Demonstrate an understanding of the role that management and individuals play in an organization along with understanding the theories behind motivation and organizational behavior.
5. Analyze workplace situations to include individual expectations along with organizational and team goals in order to develop supervision tactics that meet departmental objectives.
6. Demonstrate critical thinking skills relative to the complex organizational nature of the modern workplace.
7. Apply modern organizational management models and techniques to workplace scenarios.

REQUIRED TEXT/MATERIALS:
1. Textbook – ORGB (most current version and edition), Publisher: South-Western Cengage, Authors: Debra L. Nelson and James Campbell Quick (Nelson/Quick).
2. Access to a computer with internet connection.
3. Computer software for creating and storing word processing documents (e.g. Microsoft Word).
**OUTLINE:** [Topics taught by week 1-10.]

**Week 1**  Introduction to Organizational Behavior concepts. On boarding exercises for the Angel Distance Education System.

**Week 2**  Understanding human behavior. Formal versus informal organizational structures. Challenges for the modern manager including employee motivation, technology impacts, ethics, and social responsibility.

**Week 3**  Analyzing individual personalities, traits, and perspectives which impact the organizational dynamics. Modeling the impact of individual attitudes, aptitudes, and motivational characteristics.

**Week 4**  Learning to manage individual needs along with group dynamics in order to achieve organizational goals. Distinguish the motivational impacts of individual needs and wants, equity and inequity, and cultural differences.

**Week 5**  Applying behavioral models which fit the individual and organizational learning styles. Stress as it relates to individual performance, change management, and the group dynamic.

**Week 6**  Interpersonal communication, cultural differences, and the need to select communication techniques based upon situational dynamics. Building and leading teams and work groups.

**Week 7**  Decision making at the personal and group level including an analysis of decision making models and situations utilization.

**Week 8**  Power and politics in the workplace, leadership styles, conflict negotiation, and bargaining.

**Week 9**  The definition of a job, alternative scenarios to traditional work schedules, and organizational design options.

**Week 10**  Understanding, developing, and working within the organizational culture.

**Week 11**  Final Exam
Document brought forward by: Martha Joyce

X Date January 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number SDP113 Course Name Human Relations for Supervisors

Student need for course: Required in the Supervision Certificate and Retail 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:

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Course No: BA206
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: BA101 or instructor permission
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.0
Activity Code: 10
CIPS: 520201

Course Title: Management Fundamentals
Developed By: Karen Fager
Development Date: September 1994
Revision Date: January 2012

COURSE DESCRIPTION: This is a basic course in management with emphasis on the application of sound managerial practices and techniques. Managerial functions including planning, organizing, leading, and controlling are studied in the framework of this course.

COURSE OBJECTIVES: The successful student, at course completion, will be able to:

- Describe the management functions of planning, organizing, leading, and controlling.
- Discuss management concepts as they relate to the global environment.
- Debate ethical dilemmas in management.
- Demonstrate appreciation for diversity as a business management strategy.
- Identify future trends in management.

REQUIRED TEXT/MATERIALS: Management (M Series), 2011, Bateman/Snell, McGraw-Hill; reliable computer access with fast-internet connection if taking the class online; digital media for backing up / storing work that is digitally created.

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

Week 1 Managing

Week 2 The Environment of Business

Week 3 Ethics and Corporate Responsibility; Strategic Planning

Week 4 Entrepreneurship
Course No: BA214
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: WR115 or above
Instructor enforced Prerequisite: N/A
Co-Requisite: N/A
Load Factor: 3.0
Activity Code: 10
CIPS: 520204

Course Title: Business Communications
Developed By: Karen Fager
Development Date: 1994
Revisions By: Martha Joyce
Revision Date: October 2013

COURSE DESCRIPTION: This course covers strategies of effective business communication. Students will learn and practice a variety of types of business communication.

COURSE OUTCOMES: The successful student, at course completion, will:
• Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.
• Use online and digital resources and tools to communicate professionally with internal and external audiences.
• Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.
• Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.
• Edit documents to improve conciseness, precision, tone, and layout.
• Construct short and long business reports and meeting minutes.
• Create job search tools including cover letters, resumes, and follow-up communication.
• Demonstrate oral communication skills including speaking and listening effectively.
• Prepare an effective oral presentation using technology and support materials.

REQUIRED TEXT/MATERIALS:

Business Communications 2
Course No: BA 231  
Course Credit: 4  
Lecture Hrs/wk: 4  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 4  
Practicum Hrs/Wk:  
Clock Hours: 44  
Length of Course: 11 wks.  
Banner enforced Prerequisite: Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal; or instructor approval.  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 4.0 ILCs  
Activity Code: 100  
CIPS: 520201

Course Title: Computers in Business  
Developed By: Bettie Wright  
Development Date: October 1994  
Revision Date: January 2012

**COURSE DESCRIPTION:**

Computers in Business is designed for business students as a second course in using computers. Assignments will build on what was learned in previous computer and business classes. Students will produce professional-style documents using a popular suite of software applications. A final integrative project will be prepared and presented as a group project.

**COURSE OUTCOMES:**

Upon successful completion of BA 231, students should be able to:

1. Design, produce, use, and print word-processing documents.  
2. Create spreadsheet documents, graphs, and power-point slides.  
3. Use database files for the purpose of solving specific business-related problems.  
4. Successfully integrate word documents, spreadsheets, graphs, power-point slides, and database files into a finished product.

**REQUIRED TEXT/MATERIALS:**

- **Course Technology’s, Illustrated Series, Microsoft Office 2010**, by Carol Cram.  
- An electronic storage device.  
- A notebook for assignments.
Course No: SDP113
Course Credit: 
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course: 11 wks
Banner enforced Prerequisite: None
Instructor enforced Prerequisite: None
Co-Requisite: 
Load Factor: 3.0
Activity Code: 210
CIPS: 520204

Course Title: Human Relations for Supervisors
Developed By: Business Department
Development Date: June 1, 1999
Revision Date: January 2012

COURSE DESCRIPTION: This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of performance, production, and profitability.

COURSE OUTCOMES: Upon successful completion of this course the student will be able to:
1. Define and contrast human relations and organizational behavior dynamics.
2. Identify employee needs, which can be met by motivating behavior acceptable to the organization.
3. Identify individual and group perceptions and belief and to address them in a way that will ensure positive relationships as an end result.
4. Demonstrate an understanding of the role that management and individuals play in an organization along with understanding the theories behind motivation and organizational behavior.
5. Analyze workplace situations to include individual expectations along with organizational and team goals in order to develop supervision tactics that meet departmental objectives.
6. Demonstrate critical thinking skills relative to the complex organizational nature of the modern workplace.
7. Apply modern organizational management models and techniques to workplace scenarios.

REQUIRED TEXT/MATERIALS:
1. Textbook – ORGB (most current version and edition), Publisher: South-Western Cengage, Authors: Debra L. Nelson and James Campbell Quick (Nelson/Quick).
2. Access to a computer with internet connection.
3. Computer software for creating and storing word processing documents (e.g. Microsoft Word).
For information only: PRACTICAL NURSING PROGRAM

The Admissions Committee has elected to remove CH 112 Chemistry or CH 104 from the entry requirement to the Practical Nursing program. This decision was made secondary to aligning the entry requirement for the Practical Nursing Program with that of the RN program. Students are still required to take BI 231-BI233 Human Anatomy & Physiology which is a prerequisite to the nursing programs.

Chemistry is considered a prerequisite to a prerequisite in our program standards.

The minimum credits needs to be changed at the top of page 180 to state “47 credits.” Twenty credits come from entry requirements and twenty-seven from the Practical Nursing program course work.

Tamra Samson MSN, RN

Director of Nursing, UCC