### Instructional Council
#### Meeting Agenda
3:30 PM-5:00 PM  
January 22, 2013  
SNCY 12

Roxanne Kelly, VPI  
Jesse Morrow  
David Farrington  
Mandie Pritchard  
Susan Rochester  
Michelle Bergmann  
ASUCC Student  
Lisa Fields (Sec.)  
Mark Williams  
Ali Mageehon  
Paula Usrey  
David Hutchison  
Clay Baumgartner  
Jason Aase  
Martha Joyce  
Cheryl Yoder  
Amy Fair  
Chris Grant  
Debbie Hill  
Debbie Hill  
Marie Gambill  
Pete Bober  
Lisa Davis  
Dee Winn

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Instructional Council Agenda- January 22, 2013  
Pages 1-2  

Approval of Instructional Council Minutes- November 13, 2012  
Pages 3-4  

### Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>New Courses:</th>
<th></th>
</tr>
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</table>
| WQT 228-Wastewater Collection                     | Clay Baumgartner  
| Pages 7-10                                       |          |
| AUT 100- Orientation to Automotive Technology     | John Blakely  
| Pages 11-14                                      |          |
| AUT 170- Auto Electricity III                     | John Blakely  
| Pages 15-19                                      |          |

<table>
<thead>
<tr>
<th>Program Revisions:</th>
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</table>
| Trucking & Transportation Logistics Certificate  | Jesse Morrow  
| Pages 20-21                                      |          |
| Civil Engineering & Surveying Technician, AAS    | Clay Baumgartner  
| Pages 22-24                                      |          |
| Automotive Associate Degree                      | John Blakely  
| Pages 25-27                                      |          |

<table>
<thead>
<tr>
<th>Course Revisions:</th>
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</table>
| TTL 101- Introduction to Transportation and Logistics  | Jesse Morrow  
| New Title: Introduction to Professional Truck Driving & Logistics  
| Pages 28-30                                      |          |
| TTL 121- Practical Application in Transportation and Logistics  | Jesse Morrow  
| New Title: Practical Applications in Professional Truck Driving & Logistics  
<p>| Pages 31-34                                      |          |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>New Title</th>
<th>Author</th>
<th>Pages</th>
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<tbody>
<tr>
<td>TTL 141</td>
<td>Transportation Customer Service Skills</td>
<td>New Title: Transportation &amp; Logistics Customer Service Skills</td>
<td>Jesse Morrow</td>
<td>35-38</td>
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<tr>
<td>ENGR 201</td>
<td>Electrical Fundamentals I</td>
<td></td>
<td>Clay Baumgartner</td>
<td>39-43</td>
</tr>
<tr>
<td>ENGR 202</td>
<td>Electrical Fundamentals II</td>
<td></td>
<td>Clay Baumgartner</td>
<td>44-47</td>
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<tr>
<td>CIV 225</td>
<td>Municipal Engineering</td>
<td>Revised WQT-225 Wastewater and Storm water Collection</td>
<td>Clay Baumgartner</td>
<td>48-51</td>
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<tr>
<td>WQT 261</td>
<td>Water Distribution</td>
<td></td>
<td>Clay Baumgartner</td>
<td>52-55</td>
</tr>
<tr>
<td>AUT 151</td>
<td>Internal Combustion Engines</td>
<td></td>
<td>John Blakely</td>
<td>56-59</td>
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<tr>
<td>AUT 155</td>
<td>Automotive Brakes</td>
<td></td>
<td>John Blakely</td>
<td>60-63</td>
</tr>
<tr>
<td>AUT 161</td>
<td>Power Trains</td>
<td></td>
<td>John Blakely</td>
<td>64-67</td>
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<tr>
<td>AUT 168</td>
<td>Auto Electricity I</td>
<td></td>
<td>John Blakely</td>
<td>68-71</td>
</tr>
<tr>
<td>AUT 169</td>
<td>Auto Electricity II</td>
<td></td>
<td>John Blakely</td>
<td>72-75</td>
</tr>
<tr>
<td>AUT 158</td>
<td>Suspension &amp; Alignment</td>
<td>Revised: AUT 250- Suspension &amp; Alignment</td>
<td>John Blakely</td>
<td>76-79</td>
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<tr>
<td>AUT 259</td>
<td>Electric Fuel Injection</td>
<td>New: Electronic Engine Controls I</td>
<td>John Blakely</td>
<td>80-84</td>
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<tr>
<td>AUT 260</td>
<td>Electric Fuel Injection</td>
<td>Electronic Engine Controls II</td>
<td>John Blakely</td>
<td>85-89</td>
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<td>AUT 263</td>
<td>Automotive Technology</td>
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<td>John Blakely</td>
<td>90-93</td>
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<td>AUT 286</td>
<td>Climate Control Systems</td>
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<td>John Blakely</td>
<td>94-97</td>
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<tr>
<td>AUT 289</td>
<td>Engine Performance</td>
<td>Electronic Engine Controls III</td>
<td>John Blakely</td>
<td>98-102</td>
</tr>
</tbody>
</table>

**Information Items:**

- Update on Webforms- Webforms Program amendment form- Lisa Davis  Page 103-104
- Oregon State Board of Education Approvals- Lisa Davis  Pages 105-106
  - Early Childhood Education Pre-School Approved 11/20/2012
  - Early Childhood Education Infant/Toddler Approved 11/20/2012
- Progress Report on Current Oregon Community College Notice of Intent:  Pages 107-108
  - Medical Office Assistant- AAS
  - Front Medical Office Assistant-1 Year Certificate
- Next Instructional Council Meeting:  **February 19, 2013 3:30pm SNY 12**
Instructional Council
Meeting Minutes
3:30 PM-5:00 PM
November 13, 2012
JH 12

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

Instructional Council Agenda- November 13, 2012 Pages 1-2

Approval of Instructional Council Minutes- October 16, 2012 M/S/A

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Pages</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>BA 206</td>
<td>Management Fundamentals</td>
<td>Martha Joyce</td>
<td>5-8</td>
<td>M/S/A</td>
</tr>
<tr>
<td>BA 232</td>
<td>Instruction to Business Statistics</td>
<td>Martha Joyce</td>
<td>9-12</td>
<td>M/S/A</td>
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<tr>
<td>BA 238</td>
<td>Salesmanship</td>
<td>Martha Joyce</td>
<td>13-16</td>
<td>M/S/A</td>
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<tr>
<td>BA 062</td>
<td>AMA Managing and Resolving Conflict</td>
<td>Remove from Catalog</td>
<td>17</td>
<td>M/S/A</td>
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<tr>
<td>BA 062C</td>
<td>AMA-Communication Skills for Managers</td>
<td>Martha Joyce</td>
<td>Page 17</td>
<td></td>
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<tr>
<td>BA 062D</td>
<td>AMA-First Line Supervision</td>
<td>Martha Joyce</td>
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<tr>
<td>BA 062F</td>
<td>AMA-What Managers Do</td>
<td>Martha Joyce</td>
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<tr>
<td>BA 062I</td>
<td>AMA-Manager’s Guide to Human Behavior</td>
<td>Martha Joyce</td>
<td></td>
<td></td>
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<tr>
<td>BA 062K</td>
<td>AMA-Leadership Skills for Managers</td>
<td>Martha Joyce</td>
<td></td>
<td></td>
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<tr>
<td>OA 259</td>
<td>Machine Transcription II</td>
<td>Remove from Catalog</td>
<td>18</td>
<td>M/S/A</td>
</tr>
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New Programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>AAS-Medical Office Administration</td>
<td>UCC has an Existing AAS-MOA degree. This AAS will be taking place of the current degree. The change is to remove 12 credits of general added 9 medical and CWE components. No impact on students. No budget impact.</td>
<td>Bettie Wright M/S/A</td>
</tr>
<tr>
<td>Certificate- Front Office Medical Assistant</td>
<td>This is a 1-year, 45 credit certificate; this certificate consists of the first year of the two year program.</td>
<td>Bettie Wright M/S/A</td>
</tr>
</tbody>
</table>

Information Items:

- Newly developed Forms- Lisa Davis  
  - UCC / Webforms New Program / Certificate Application Worksheet  
  - Notice of Intent (NOI)  
  - Career Pathways Certificate Internal Tracking Process  
  - UCC Timeline for Program Development / Changes  
    - These forms will be used as the Curriculum/Instructional Council forms for New Programs and Certificates requests.  
    - This documentation clearly defines the mandatory information needed to file the Webforms programs, certificates  
    - As other colleges send in their NOI’s the Instructional Leadership Team (ILT) will receive the emails from Lisa Davis regarding the NOI’s. If there is a need for UCC to file a response to CCWD there is only 30 days to do so.

- Articulation Agreement: Fire Science- Jesse Morrow  
  - David Farrington and Jesse Morrow will work on a detailed addendum to clarify courses as an “or” situation. The IC group does not need to see this addendum for the articulation to proceed.

- Other

Next Instructional Council Meeting: Winter Term
Document brought forward by: Martha Joyce

X Date January 2013
Supervisor Signature:

☑ Revise Division: CTE
☐ Reactivate Program: Retail Management Certificate
☐ Delete Effective for Catalog Year and Term: 2013, summer
☐ Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** We are adding options for students to choose between either CIS120 Introduction to Computer Information Systems (existing program) or BA231 Computers in Business (proposed new option); and between either SP111 Fundamentals of Public Speaking (existing program) and SDP112 Communicating Effectively in the Workplace (proposed new option). Outcomes in the existing and proposed new optional classes meet the approved outcomes of the statewide Western Association of Food Chains Retail Management Certificate consortium. These proposed changes were approved by the WAFC Consortium / Advisory Committee at its fall meeting in November.

**Other Program Impact:**

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

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

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

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

Director of Curriculum Support      Vice President of Instruction
Program revision for: Retail Management Certificate

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>(If course are re-designed, attach new course outlines)</td>
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<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BA206 or SDP109</td>
<td>Management Fundamentals OR Elements of Supervision</td>
<td>3 or 3</td>
<td>BA206 or SDP109</td>
<td>Management Fundamentals OR Elements of Supervision</td>
<td>3 or 3</td>
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<tr>
<td>BA180</td>
<td>Business Mathematics I</td>
<td>3</td>
<td>BA180</td>
<td>Business Mathematics I</td>
<td>3</td>
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<tr>
<td>BA211 or BA151</td>
<td>Principles of Accounting I OR Practical Accounting I</td>
<td>3 or 4</td>
<td>BA211 or BA151</td>
<td>Principles of Accounting I OR Practical Accounting I</td>
<td>3 or 4</td>
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<tr>
<td>BA249</td>
<td>Retailing</td>
<td>3</td>
<td>BA249</td>
<td>Retailing</td>
<td>3</td>
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<td>CIS120</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
<td>CIS120 or BA231</td>
<td>Introduction to Computer Information Systems</td>
<td>4 or 4</td>
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<td>BA214</td>
<td>Business Communications</td>
<td>3</td>
<td>BA214</td>
<td>Business Communications</td>
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<td>SDP208</td>
<td>Human Resources for Supervisors</td>
<td>3</td>
<td>SDP208</td>
<td>Human Resources for Supervisors</td>
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<td>SP111</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
<td>SP111 or SDP112</td>
<td>Fundamentals of Public Speaking</td>
<td>3 or 3</td>
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<td>BA223</td>
<td>Principles of Marketing</td>
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<td>BA223</td>
<td>Principles of Marketing</td>
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<tr>
<td>SDP113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
<td>SDP113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
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Total credits in program 31-32

Total credits in program 31-32
Document brought forward by: Clay Baumgartner
Supervisor’s name Mark Williams Date 01/12/2013

Course title: **Wastewater Collection**

Division CTE Department: Computer Science and Engineering Program Engineering

Course No **WQT 228** Title **Wastewater Collection** Offered **Fall 2013**

Credits 3 Lec hrs/wk 3 Lec/Lab hrs/wk 0 Lab hrs/wk 0 Prac hrs/wk 0

Banner Pre-req. MTH 111 Instructor Pre-req. Co-requisites MTH111 Length (wks) 11

Proposed implementation date Term **Fall Year 2013** Grading Option Load Factor 3.0

**Catalog Course Description:** In-plant practicum to develop experience in water quality operations

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>
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<tbody>
<tr>
<td>Engineering</td>
<td>Computer Science and Engineering</td>
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Overlap

COURSE DEVELOPED BY **Clay Baumgartner** DATE: **01/11/2013**

**ATTACH the documents** 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
<table>
<thead>
<tr>
<th>Course No:</th>
<th>WQT 228</th>
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<tbody>
<tr>
<td>Course Credit:</td>
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<td>Lecture Hrs/wk:</td>
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<td>Clock Hours:</td>
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<td>Length of Course</td>
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<td>Banner enforced Prerequisite:</td>
<td>MTH 111</td>
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<td>Instructor enforced Prerequisite:</td>
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<td>Co-Requisite:</td>
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<td>Load Factor:</td>
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<td>Activity Code:</td>
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<td>CIPS:</td>
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Course Title: Wastewater Collection  
Developed By: Clay Baumgartner  
Development Date: January 2013  
Revision Date:  

**COURSE DESCRIPTION:** Course introduces the basics of design, operation, and maintenance of wastewater systems. Course includes pipe sizing, pipe slopes and flow velocities, general system components, and installation, inspection, testing and repair techniques. Field trips may be made to existing facilities and work under construction.  

**COURSE OUTCOMES:**  
1. Name the regulatory agencies responsible for oversight of wastewater  
2. Describe the concepts and principals of hydraulic computations for gravity systems.  
3. Recognize basic design considerations for wastewater systems  
4. Describe community and agency design standards  
5. State the responsibilities of collection system operator  
6. Explain the need for collection system  
7. Describe the basics of components and typical layouts for collection systems  
8. Discuss safety procedures for construction, inspection and testing of sanitary sewer collection pipelines, inspection of manholes, and underground construction and repair.  
9. Discuss knowledge and skills operators need to identify actual collection system problems and select appropriate methods to solve them  
10. Complete arithmetic problems relating to the operation and maintenance of wastewater collection systems.

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

<table>
<thead>
<tr>
<th>Week One</th>
<th>Collection System Operator and Collection System Operation and Maintenance</th>
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<tbody>
<tr>
<td></td>
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<td>Read: Ch. 1, 2</td>
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<tr>
<th>Week Two</th>
<th>Hydraulics of Gravity Systems</th>
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<th>Week Three</th>
<th>Design Flows</th>
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<tr>
<th>Week Five</th>
<th>Hydraulic Modeling of Collection Systems</th>
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<th>Week Six</th>
<th>Safe Procedures</th>
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<tr>
<th>Week Seven</th>
<th>Inspecting and Testing Collection Systems</th>
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<td>Text: Operation and Maintenance of Wastewater Collection Systems</td>
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<td>Read: Ch. 5</td>
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<tr>
<th>Week Eight</th>
<th>Pipe Line Cleaning and Maintenance Methods</th>
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<thead>
<tr>
<th>Week Nine</th>
<th>Underground Repair</th>
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<thead>
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<th>Week Ten</th>
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<table>
<thead>
<tr>
<th>Week Ten</th>
<th>Final</th>
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</table>
Student need for course: This course is one of four (4) water quality courses in the water quality pathways certificate. This course will essentially replace WQT 225 Wastewater and Stormwater Collection; however the course is considered new and will focus on wastewater collection. The stormwater content will be covered in CIV 225 Municipal Engineering.

Course Information:

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

☐ AAOT (Area of distribution):

☐ Arts & Letters  ☐ Science/Math/Computer Science

☐ Social Sciences  ☐ Electives

☐ Approve 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.

Curriculum will utilize curriculum currently being used for WQT 225

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

Course impact on:

a. Student enrollment in 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: John E Blakely

Supervisor’s name Jesse Morrow Date 1-11-2013

Course title: Orientation to Automotive Technology

Division CTE Department Automotive Program AAS/Automotive Technology

Course No AUT100 Title Orientation to Automotive Technology Offered F W S

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

Banner Pre-req. Instructor Pre-req. Co-requisites Length (wks) 1

Proposed implementation date Term F Year 2013 Grading Option P/F Load Factor 1.0

Catalog 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.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached):
☐ To be ☐ Yes ☐ No

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

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

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

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>AAS Automotive Technology</td>
<td>Automotive</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>AAS Automotive Technology/T-TEN option</td>
<td>Automotive</td>
<td>Fall 2013</td>
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</tbody>
</table>

Overlap

COURSE DEVELOPED BY John E Blakely DATE: 1-11-2013

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course No: AUT100
Course Credit: 1
Lecture Hrs/wk: 1
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 10
Length of Course: 2 days
Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 1
Activity Code: 210
CIPS: 470604

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
Student need for course:

Course Information:

☐ AA  ☐ AS  ☒ X 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:

Course impact on:

a. Student enrollment in 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: John E Blakely
Supervisor’s name Jesse Morrow Date 01-15-2013

Course title: Auto Electricity III
Division CTE Department Automotive Program AAS/Automotive Technology

Course No AUT170 Title Auto Electricity III Offered W SP
Credits 4 Lec hrs/wk 2.25 Lec/Lab hrs/wk Lab hrs/wk 6.75 Prac hrs/wk
Banner Pre-req. Instructor Pre-req. AUT169 Co-requisites Length (wks) 4

Proposed implementation date Term W Year 2013 Grading Option A-F Load Factor 6.975

Catalog Course Description:

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 Kevin Mathweg DATE: 1-15-2013

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course Title: Auto Electricity III
Developed By: Kevin Mathweg
Development Date: 01-15-2013
Revision Date:

COURSE DESCRIPTION:

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
Document brought forward by: **John E Blakely**

X  Date 01-15-2013
Supervisor Signature:

**Student need for course:**

**Course Information:**

- [ ] AA
- [ ] AS
- [x] AAS
- [ ] Below 100 level
- [ ] Elective
- [ ] Certificate

- [ ] AAOT (Area of distribution):
- [ ] Arts & Letters
- [ ] Science/Math/Computer Science
- [ ] Social Sciences
- [ ] Electives

**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:

b. Current program:

Replacement course for:  Course Number: Title:

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

X Jesse A. Morrow    Date:  January 10, 2013

Supervisor Signature:

X Revise    Division: Career Technical Education

Reactivate    Program: Trucking and Transportation Logistics Certificate

Delete    Effective for Catalog Year and Term: 2013-2014

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

Other Program Impact: Course name changes only as per PTDC Advisory Committee changes March 2010

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

NONE

☐ 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

NONE

Disposition:          Signature          Date          Recommendation

Director of Curriculum Support          Vice President of Instruction
Program revision for: Trucking and Transportation Logistics Certificate

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<td>Practical Applications in Professional Truck Driving and Logistics</td>
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<td>Transportation Customer Service Skills</td>
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<td>Transportation and Logistics Customer Service Skills</td>
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Total credits in program 19

Total credits in program 17-19
Revise Division: CTE
Reactivate Program: Civil Engineering and Surveying Technician, AAS
Delete Effective for Catalog Year and Term: 2013, Summer

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

Description of Request:

The majority of the students in the Civil Engineering and Surveying Technician, AAS program historically received funding and career guidance through UT&E. The elimination of UT&E funding has had a dramatic effect on decreased student enrollment in the program. However, job placement of students last year was excellent, with 100 percent of the graduates last spring employed within 3 months of graduation (including temporary positions and positions outside Douglas County).

Without the support of UT&E, it is especially important that the curriculum of the Engineering Technology AAS program be structured to provide multiple career pathways. Last year, the curriculum was revised to add a Surveying Pathways and Water Quality Pathways certificate, and was “grouped” with core courses and electives to provide students with alternatives for different emphasis in study.

The engineering program is currently working with professional land surveyor organizations in Oregon, to revise OARs to allow UCC graduates to take the Fundamentals of Land Surveying (FLS) exam upon graduation from the AAS program. The FLS exam is one of two exams required to practice as a Professional Land Surveyor. Currently, UCC graduates either need to work for two years in the profession before taking the exam or travel to California to take the test (national exam). UCC graduates traveling to California have had a 100 percent passing rate during recent years.

The ability for 2-year AAS graduates to take the FLS and work towards licensing as a professional land surveyor (rather than first complete a BS degree in Geomatics/Surveying) is a major benefit to graduates of the UCC program. The benefit will increase if the UCC Engineering Program is successful in lobbying to revise the OARs to take the exam at graduation.
The proposed revisions are listed on the attached table, and include:

1. Align with OAR Requirements for AAS Graduates to Take the FLS. Total credit hours must be 96 credit hours or greater. The addition of WR227 and returning the capstone CIV 225 course are proposed so the AAS degree totals 96 credit hours. The OAR also requires 13 credit hours in social science, humanities, and communication. WR 227 is added to comply with this requirement.

2. The AAS degree previously included a course CIV 225 Municipal Engineering. This course was changed to WQT 225 Wastewater and Stormwater Collection. It is felt that students will be better served (and have higher probability of employment) with a return to the capstone CIV 225 course (this also increase credit hours to comply with OARs for FLS examination) and change the water quality course to WQT 228 Wastewater Collection. The course content on stormwater will be covered in CIV 225.

3. Elimination of the core and elective concept (for now). The electives were added to provide more educational pathways for students – particularly to allow students interested in future transfer to take MTH251 and MTH 252. However, the electives may have made advising more complicated. For the immediate future, the proposal is to reduce the number of electives and to recommend that students in future transfer also take MTH 251 and MTH 252. The concepts of options to the AAS will be evaluated further for possible inclusion in the 2014/15 catalog.

**Other Program Impact:**

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

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

None. There will be an increase of 3 ILCs for core engineering courses, but will fall within ILC limits for staff. Additional ILCs will be covered by tuition and FTE reimbursement. Staff time will be required to develop update curriculum. Current plan is to incorporate the curriculum development into the course instruction.

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

Added WR 227 as requirement. May increase student enrollment in this course.

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Program revision for: Civil Engineering and Surveying Technician, AAS

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Total credits in program 91

Total credits in program 96

* Were listed as electives in 2012/13 catalog

Course Additions and Revisions

Forms for proposed courses revisions and course additions are included as a separate attachment.
UCC PROGRAM REVISION FORM – page 1 of 2

Document brought forward by: John E. Blakely

X Date 01/08/2013
   Supervisor Signature:

✓ Revise Division: CTE

☐ Reactivate Program: Automotive

☐ Delete Effective for Catalog Year and Term: 2013/2014/Fall

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

Description of Request: Restructure of program to meet the requirements of Toyota and NATEF

Other Program Impact:

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

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

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

Disposition: Signature Date Recommendation

_________________________ ___________________________ ___________________________
Director of Curriculum Support Vice President of Instruction
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Document brought forward by: Jesse A. Morrow

X Jesse A. Morrow  Date 01/16/2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise
☐ Reactivate
☐ Delete

Division: Career Technical Education
Department: CDL
Program: Professional Truck Driving Certificate

Current course number TTL 101 Revised Course Number TTL 101

Current Course Title Introduction to Transportation and Logistics
Revised Course Title Introduction to Professional Truck Driving & Logistics

Credits 4 Revised Credits 4

Lecture Hrs/Wk 40 Revised Lecture Hrs/Wk 40

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) ______ Revised Length (Wks) ______

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

Proposed implementation date: Term Fall Year 2013 Grading Option A-F or Pass/No Pass
Load Factor 4 ILC

Reason for request: Directive from Professional Truck Driver Consortium Advisory Committee Meeting March 5th 2010.

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

Cost of revision: Zero

☐ 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 Professional Truck Driving & Logistics**
Developed By: PTDC
Development Date: 03/05/2010
Revision Date: 01/16/2013

**COURSE DESCRIPTION:**
This course is part of the statewide Professional Truck Driver Certificate program. Introduction to logistics and commercial vehicle operation, covering control systems, coupling procedures, cargo handling and pre-trip inspections. Covers regulations and requirements for CDL, speed management, road conditions, and accident scene management.

**COURSE OUTCOMES:**
1. Introduce in a classroom setting the knowledge and skills necessary to operate a commercial vehicle safely
2. Understand the logistics industry
3. Introduce common warehouse and loading dock practices
4. Describe the tasks and duties required of an entry-level trucker and warehouse worker.
5. Understand warehouse and loading dock safety
6. Introduce students to inventory control and stocking processes
7. Demonstrate effective communications skills with internal and external customers

**REQUIRED TEXT/MATERIALS:**
Oregon Commercial Motor Vehicle Code, Company specific CDL training manuals FMCSR Pocketbook; Recommended Text: Professional Truck Driver Curriculum for TTL-101
OUTLINE: [Topics taught by week]

Week 1:
- Control Systems; Vehicle Inspections; Safety
- The Logistics Industry
- Visual Search
- Vehicle Communication
- Night Operation
- Hazard Perception
- Identification and Maintenance
- Diagnosing and Reporting Malfunctions
- Handling and Documenting Cargo
- Federal and CDL Requirements
- Accident Management

Document brought forward by: Jesse A. Morrow
X Jesse A. Morrow Date 01/16/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number TTL 101 Course Name Introduction to Professional Truck Driving & Logistics

Student need for course: Required for CDL License

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: None

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Jesse A. Morrow

X Jesse A. Morrow Date 01/16/2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: Career Technical Education
□ Reactivate Department: CDL
□ Delete Program: Professional Truck Driving Certificate

Current course number TTL 121 Revised Course Number TTL 121

Current Course Title Practical Application in Transportation and Logistics

Revised Course Title Practical Applications in Professional Truck Driving & Logistics

Credits 6 Revised Credits 6

Lecture Hrs/Wk ___ Revised Lecture Hrs/Wk

Lec /Lab Hrs/Wk 40 Revised Lec /Lab Hrs/Wk 40

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

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

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 3 Revised Length (Wks) 3

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

Proposed implementation date: Term Fall Year 2013 Grading Option A-F or Pass/No Pass
Load Factor 4 ILC
Reason for request: Directive from Professional Truck Driver Consortium Advisory Committee Meeting March 5th 2010.

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

Cost of revision: Zero

☒ 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: TTL 121  
Course Credit: 6  
Lecture Hrs/wk:  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 40  
Practicum Hrs/Wk:  
Clock Hours: 120  
Length of Course 3Weeks  
Banner enforced Prerequisite: None  
Instructor enforced Prerequisite: Yes  
Co-Requisite:  
Load Factor: 8.4  
Activity Code: 490205  
CIPS: 210  

Course Title: **Practical Applications in Professional Truck Driving & Logistics**  
Developed By: PTDC  
Development Date: 03/05/2010  
Revision Date: 01/16/2013  

**COURSE DESCRIPTION:**  
This course is part of the statewide Professional Truck Driver Certificate program. Demonstration of skill development related to safe commercial vehicle operation. In-depth coverage of logistics business processes and communication skills development. Covers delivery basics, including backing, visual search, shifting, turning, space and speed management.  

**COURSE OUTCOMES:**  
1. Provide opportunities for students to observe the knowledge, skills, and abilities necessary to operate a commercial vehicle safely.  
2. Describe the tasks and duties required of an entry-level trucker and warehouse worker.  
3. Show the range of skill mastery required by an individual driver.  
4. Demonstrate effective communications skills with internal and external customers.  
5. Prepare students to pass the CDL assessments.  
6. Prepare students to pass the Professional Truck Driver assessments.  

**REQUIRED TEXT/MATERIALS:**  
Oregon Commercial Motor Vehicle Code, Company specific CDL training manuals FMCSR Pocketbook; Recommended Text: Professional Truck Driver Curriculum for TTL-121
OUTLINE:  [Topics taught by week 1-3.]

Week 1: Basic Operation
   Orientation
   Control Systems
   Vehicle Inspections
   Safety

Week 2: Safe Operating Practices for Basic Operation
   Visual Search
   Vehicle Communication
   Tie Down

Week 3: Non-Vehicle Activities
   Handling and Documenting Cargo
   Environmental Issues
   Interpersonal Communications
   Accident Procedures
   Trip Planning
Document brought forward by: Jesse A. Morrow
X  Jesse A. Morrow   Date  01/16/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number TTL 121  Course Name Practical Applications in Professional Truck Driving & Logistics

Student need for course: Required for CDL license

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: None

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

________________________________________________________________________________

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Jesse A. Morrow

X Jesse A. Morrow  Date 01/16/2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise  Division: Career Technical Education
☐ Reactivate  Department: CDL
☐ Delete  Program: Professional Truck Driving Certificate

Current course number TTL 141  Revised Course Number TTL 141

Current Course Title **Transportation Customer Service Skills**

Revised Course Title **Transportation & Logistics Customer Service Skills**

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Banner/Instr. Prerequisites | Revised Banner/Instruc. Prerequisites
-----------------------------|-----------------------------

Co-requisites | Revised Co-requisites
---------------|-------------------------

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

Proposed implementation date: Term Fall Year 2013 Grading Option A-F or Pass/No Pass
Load Factor 4 ILC
Reason for request: **Directive from Professional Truck Driver Consortium Advisory Committee Meeting March 5th 2010.**
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

**Cost of revision:** Zero

☒ 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:** Transportation & Logistics Customer Service Skills

**Developed By:** PTDC  
**Development Date:** 03/05/2010  
**Revision Date:** 01/16/2013

**COURSE DESCRIPTION:**
This course is part of the statewide Professional Truck Driver Certificate program. Focuses on building the necessary skills for outstanding customer service, effective listening, conflict resolution, and communication, identify internal and external customer, learn how to handle potentially unproductive interactions, and create positive experiences for all customers.

1. Identify the foundation skills for creating loyal customers.  
2. Describe behaviors for managing service opportunities.  
3. Apply skills, strategies and choices for handling challenging customer situations.  
4. Identify and use methods for managing stress to ensure service success.

**REQUIRED TEXT/MATERIALS:**
Recommended Text: Professional Truck Driver Curriculum Customer Service
OUTLINE: [Topics taught by week 1.]

1 Credit:
1. Signal intentions such as lane changes, hazards, and backing up
2. Use horn, headlights, and other lights appropriately
3. Establish and use eye contact with drivers and pedestrians as a warning
4. Avoid making decisions only on basis of another’s signal
5. Interact tactfully with customers, general public, and company
6. Use effective and appropriate conversation with customers and company personnel
7. Use on-board communication devices
8. Ask effective questions, including clarifying questions
9. Use conflict resolution techniques to help resolve issues with others
10. Employ fatigue-reducing strategies
11. Demonstrate stress-reducing techniques

2 Credits:
1. Explain company branding as a customer service skill
2. Ask effective questions, including clarifying questions
3. Demonstrate the three levels of listening
4. Use effective and appropriate conversation with customers and company personnel

3 Credits:
1. Use conflict resolution techniques to help resolve issues with others
2. Demonstrate strategies for negotiating for success with others
3. Engage conflict prevention strategies during emotional or stressful times
4. Develop skills for dealing with difficult or angry customers
Course Number: TTL 141  Course Name: *Transportation & Logistics Customer Service Skills*

**Student need for course:** *Required for the Certificate*

**Course Information:**

- [ ] AA  [ ] AS  [ ] AAS  [ ] Below 100 level  [ ] Elective  [x] 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: None

b. Current program: None

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: Clay Baumgartner

X Date 12/26/2012

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 ENGR 201 Revised Course Number ENGR 201

Current Course Title Electrical Fundamentals I Revised Course Title Electrical Fundamentals I

Credits 3 Revised Credits 4
Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0 Revised Lab Hrs/Wk 3
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites Revised Banner/Instr. Prerequisites

Co-requisites MTH 251 Revised Co-requisites MTH 251
Length (Wks) 11 Revised Length (Wks) 11
Terms Offered Fall Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2013 Grading Option A-F Load Factor 5.1

Reason for request: To make equivalent to OIT transfer course, to align curriculum with other community colleges and to provide adequate to cover course materials. Other examples of ENGR 201 course at community colleges: PCC – 4 hrs lecture and 3 hrs lab, 5 credit hrs; Chemeketa – 3 hrs lecture and 3 hrs lab, 4 credit hrs; LBCC – 3 hrs lecture and 3 hours lab, 4 credit hrs; LCC – 3 hrs lecture and 3 hrs lab, 4 credit hrs

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

Cost of revision: $ 0

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

  Adds 1.7 ILC of instruction. The cost of this course will be covered by additional tuition and FTE reimbursement.
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>ENGR 201</th>
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<tr>
<td>Course Credit:</td>
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Course Title: Electrical Fundamentals I
Developed By: Clay Baumgartner
Development Date: 9/15/2007
Revision Date: 12/26/2012

**COURSE DESCRIPTION:** Introduces students to basic circuit elements and circuit analysis techniques. Covers Ohm's and Kirchhoff's Laws, network theorems, node voltage analysis and mesh current analysis. Operational amplifiers, inductors, capacitors, RC and RL transient response are also covered. Circuit simulation, math analysis software, and laboratory experiments are incorporated to solidify classroom theory and practice.

**COURSE OUTCOMES:** Students must demonstrate the ability to:

1. Discuss and utilize the current-voltage relationships of resistors, capacitors, inductors, and independent and dependent current and voltage sources in solving dc circuits and calculating power and energy.
2. Discuss and apply Ohm's Law and Kirchhoff's laws to both series and parallel circuits for resistive circuits. Applications include mesh and nodal analysis; the relationships between voltage and current, and power and energy; delta-wye transformations; voltage and current division.
3. Discuss and apply Superposition, Thévenin's theorem and Norton's theorem to dc circuit analysis including: the use of both voltage and current dependent equivalent voltage sources; the use of both voltage and current dependent equivalent current sources.
4. Discuss how to analyze circuits made up of ideal operational amplifiers and resistors.
5. Discuss and apply the relationships between voltage and current to solve problems involving inductive and capacitive components. Analyze first-order circuits, which contain resistors, capacitors, or inductors.
6. Demonstrate the ability to apply basic software tools, including MATLAB AND LTSPICE, to analyze dc circuits.

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.


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

<table>
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<tr>
<th>WK</th>
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| #1 | Basic Concepts  
    | Basic Laws  
    | - Ohms Law  
    | - Kirchhoff’s Laws  
    | Simultaneous Equations |
| #2 | Basic Laws  
    | - Ohms Laws  
    | - Kirchhoff’s Laws |
| #3 | Basic Laws  
    | - Series Resistors  
    | - Voltage Division  
    | - Parallel Resistors  
    | - Current Division  
    | - Wye-Delta Transformations |
| #4 | Analysis  
    | - Node Voltage  
    | - Mesh Current  
<pre><code>| - LTSpice |
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<td></td>
<td>Circuit Theorems</td>
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<td></td>
<td>- Linearity</td>
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<tr>
<td></td>
<td>- Superposition</td>
</tr>
<tr>
<td></td>
<td>- Source Transformation</td>
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<td></td>
<td>- Thevenin's Theorem</td>
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<td>- Norton's Theorem</td>
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<td>- Maximum Power Transformation</td>
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<td>- LTSpice – Using DC Sweep</td>
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<td>Capacitors and Inductors</td>
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<td>#9</td>
<td>First-Order Circuits</td>
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<td>#10</td>
<td>Midterm #3</td>
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<td>Final Exam Review</td>
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<td>#11</td>
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Document brought forward by: Clay Baumgartner

Date   01/07/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  ENGR 201  Course Name  Electrical Fundamentals 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: 15

Replacement course for:  Course Number: ENGR 201  Title: Electrical Fundamentals I

Disposition:  Signature  Date  Recommendation

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

Document brought forward by: Clay Baumgartner

X Date 12/27/2012

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 ENGR 202 Revised Course Number ENGR 202

Current Course Title Electrical Fundamentals II Revised Course Title Electrical Fundamentals II

Credits 3 Revised Credits 4
Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0 Revised Lab Hrs/Wk 3
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites ENGR201 Revised Banner/Instruc. Prerequisites ENGR201

Co-requisites MTH 252 Revised Co-requisites MTH 252

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Winter Revised Terms Offered Winter

Proposed implementation date: Term Fall Year 2013 Grading Option A-F Load Factor 5.1

Reason for request: To better align curriculum with other community colleges and to provide adequate to cover course materials. Other examples of ENGR 202 at community colleges: PCC 4 hrs lecture and 3 hrs lab, 5 credit hrs; Chemeketa –3 hrs lecture and 3 hrs lab, 4 credit hrs; LBCC – 3 hrs lecture and 3 hours lab, 4 credit hrs

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

Cost of revision: $ 0

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

Adds 1.7 ILC of instruction. The cost of this course will be covered by additional tuition and FTE reimbursement.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Electrical Fundamentals II
Developed By: Clay Baumgartner
Development Date: 9/15/2007
Revision Date: 12/26/2012

**COURSE DESCRIPTION:** Covers RLC circuits, transformers, AC power, and three phase power. Explores steady state sinusoidal analysis and phasor techniques. Introduces the Laplace Transform. Also incorporated is circuit simulation, math analysis software, and laboratory experiments to solidify classroom theory and practice.

**COURSE OUTCOMES:** Students must demonstrate the ability to:

1. Demonstrate the ability to apply circuit analysis techniques to single-phase AC circuits using phasors to calculate real power, reactive power and apparent power.
2. Demonstrate the ability to apply circuit analysis techniques to three-phase circuits to calculate line- and phase-voltages and currents, and real, reactive and apparent power.
3. Demonstrate the ability to apply the principles of frequency dependence of inductive and capacitive components for the analysis of passive filters.
4. Demonstrate the ability to perform laboratory experiments utilizing the above concepts.

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.

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

**Week One**  **Second Order Circuits (Natural & Forced Response)**
- Read Chapter 8
- Lab #1 PSpice

**Week Two**  **Second Order Circuits – con’t**

**Week Three**  **Sinusoids and Phasors**
- Read Chapter 9
- Lab #2 Oscilloscope

**Week Four**  **Sinusoideal Steady State Analysis**
- Read Chapter 10
- Lab #3 – Inductor & Capacitor characterization

**Week Five**  **AC Power Analysis**
- Read Chapter 11 (sections 11.1 → 11.4)
- Lab #3 – con’t

**Week Six**  **Frequency Response**
- Read Chapter 14 (sections 14.1 → 14.7)
- Lab #4 - Simple Filter Design

**Week Seven**  **Frequency Response (con’t)**

**Week Eight**  **Three Phase Circuits**
- Read Chapter 12 (sections 12.1 → 12.11)
- Lab #5 – Team Project Design

**Week Nine**  **Three Phase Circuits (con’t)**
- Lab #5 – con’t

**Week Ten**  **Magnetically Coupled Circuits**
- Read Chapters 13 (sections 13.1 → 13.10)
- Lab #5 Final Design Report Due Friday
  - Take home team finals issued

**Week Eleven**  **Final Presentations**
Document brought forward by: Clay Baumgartner

Date 01/07/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number ENGR 202 Course Name Electrical Fundamentals II

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: Will add 1.7 ILCs of instructor time. Cost will be covered by tuition and FTE reimbursement.

Course impact on:

a. Student enrollment in other courses:

b. Current program: 15

Replacement course for: Course Number: ENGR 202 Title: Electrical Fundamentals II

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Clay Baumgartner

X Date 2/8/2012

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 **CIV 225** Revised Course Number **WQT 225**

Current Course Title **Municipal Engineering** Revised Course Title **Wastewater and Stormwater Collection**

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

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites MTH 95

- Co-requisites _____ Revised Co-requisites MTH 111
- Length (Wks) 11 Revised Length (Wks) 11
- Terms Offered Spring Revised Terms Offered Spring

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

Reason for request: No change in credit hours. Revise prefix to reflect a water quality pathway and update course outcomes

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

Cost of revision: $ 0

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

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: WQT 225
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: MTH 111
Instructor enforced Prerequisite: MTH 111
Co-Requisite: MTH 111
Load Factor: 3.0
Activity Code: 210
CIPS: 150201

Course Title: Wastewater and Stormwater Collection
Developed By: Clay Baumgartner (revision)
Development Date: 2009
Revision Date: February 2012

COURSE DESCRIPTION: Course introduces the basics of design, operation, and maintenance of wastewater and storm water collection systems. The course will help students prepare for the Level I Wastewater Collection exam. Course includes pipe sizing, pipe slopes and flow velocities, general system components, and installation, inspection, testing and repair techniques. Elementary street construction and drainage design are also studied in conjunction with storm drainage. Field trips may be made to existing facilities and work under construction.

COURSE OUTCOMES:

- Knowledge of regulatory agencies responsible for oversight of wastewater and storm water
- Understanding of concepts and principals of hydraulic computations for gravity systems.
- Understand basic design considerations for wastewater and storm water systems
- Understanding of community and agency design standards
- Understand the responsibilities of collection system operator
- Understand the need for collection system
- Introduction to the basics of components and typical layouts for collection systems
- Learn safety procedures for construction, inspection and testing of sanitary sewer and storm collection pipelines, inspection of manholes, and underground construction and repair.
- Review knowledge and skills operators need to identify actual collection system problems and select appropriate methods to solve them
- Learn to solve arithmetic problems relating to the operation and maintenance of wastewater and stormwater collection systems.
REQUIRED TEXT/MATERIALS:
“Computer Applications in Hydraulic Engineering”, Haestad Methods
“Operation and Maintenance of Wastewater and Collection Systems, Volume I, 6th Edition”, Office of Water Programs, California State University

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

Week One  Collection System Operator and Collection System Operation and Maintenance
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 1, 2

Week Two  Hydraulics of Gravity Systems

Week Three  Design Flows

Week Four  Collection Systems
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 3

Week Five  Hydraulic Modeling of Collection Systems

Week Six  Safe Procedures
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 4

Week Seven  Inspecting and Testing Collection Systems
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 5

Week Eight  Pipe Line Cleaning and Maintenance Methods
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 6

Week Nine  Underground Repair
Text: Operation and Maintenance of Wastewater Collection Systems
Read: Ch. 7

Week Ten  Review
Week Eleven  Final
Course Number: **WQT 225**  
Course Name: **Wastewater and Stormwater Collection**

**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: 15

Replacement course for:  
**Course Number:** CIV 225  
**Title:** Municipal Engineering

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<th>Disposition</th>
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Director of Curriculum Support  
Vice President of Instruction
Document brought forward by: Clay Baumgartner

X Date 1/12/2013

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 **WQT 261** Revised Course Number **WQT 261**

Current Course Title **Water Distribution** Revised Course Title **Water Distribution**

Credits 4 Revised Credits 3

Lecture Hrs/Wk 4 Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 0 Revised Lab Hrs/Wk 0

Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites MTH 95 Revised Banner/Instruc. Prerequisites MTH 95

Co-requisites MTH 111 Revised Co-requisites MTH 111

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Winter Revised Terms Offered Winter

Proposed implementation date: Term **Fall** Year **2013** Grading Option A-F Load Factor 3.0

**Reason for request:** No change in credit hours. Revise prefix to reflect a water quality pathway and update course outcomes

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

**Cost of revision:** $0

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: WQT 261
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: MTH 111
Instructor enforced Prerequisite:
Co-Requisite: MTH 111
Load Factor: 3.0
Activity Code: 210
CIPS: 150201

Course Title: Water Distribution
Developed By: Clay Baumgartner
Development Date: January 2012
Revision Date: January 2013

COURSE DESCRIPTION: This course covers applied fluid mechanics for pressure systems and operation and maintenance of water distribution systems. The fundamental properties of fluids, hydrostatic pressure, fluid flow and energy distribution are covered for closed systems. The solution of practical, applied problems is emphasized. Operators and engineering technicians learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system.

COURSE OUTCOMES:
1. Define the relationship between absolute, gauge and atmospheric pressure.
2. Compute the forces on submerged surfaces.
3. Apply the principals of energy conservation to fluid flow; including pressure, elevation, and velocity head.
4. Analyze the flow of fluids in closed systems, including flow rate, velocities, pressure, and energy loss (friction and energy loss).
5. Compute energy losses in distribution system using Darcy-Weisbach or Hazen-Williams formulas.
6. Review standard pipe materials, pipe diameters, and specifications for distribution piping.
7. Compute TDH for a pump system, understand fundamentals of pumps, pump curves, and pump selections.
8. Introduction to basic hydraulic modeling of piping system.
9. Learn the components of a water distribution system, including transmission, water storage, distribution, service lines, water meters.
10. Learn basics of distribution system operation and maintenance, including storage, distribution, water quality considerations, disinfection, safety, and administration.
11. Become comfortable with various units used in fluid mechanics and conversion of units.
**REQUIRED TEXT/MATERIALS:**
“Water Distribution System Operation and Maintenance, A Field Study Training Program, Fifth Edition”, Office of Water Programs, College of Engineering and Computer Engineering, California State University

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

<table>
<thead>
<tr>
<th>Week One</th>
<th>Text: Water Distribution System, Operation and Maintenance</th>
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<tbody>
<tr>
<td></td>
<td>Read Chapter 1. Water Distribution System Operation</td>
</tr>
<tr>
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<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Two</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<tr>
<td></td>
<td>Read Chapter 2. Storage Facilities</td>
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<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Three</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Read Chapter 3. Distribution Facilities</td>
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<td></td>
<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Four</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<tr>
<td></td>
<td>Read Chapter 3. Distribution Facilities (Continued)</td>
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<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Five</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Read Chapter 4. Water Quality Considerations in Distribution System</td>
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<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Six</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Read Chapter 5. Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Seven</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Read Chapter 6. Disinfection</td>
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<td></td>
<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Eight</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td></td>
<td>Read Chapter 7. Safety</td>
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<td>Chapter Assessment, See Angel</td>
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<tr>
<td>Week Nine</td>
<td>Text: Water Distribution System, Operation and Maintenance</td>
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<td>Read Chapter 8. Distribution System Administration</td>
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<td></td>
<td>Chapter Assessment, See Angel</td>
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<td>Week Ten</td>
<td>Review Week</td>
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<tr>
<td>Week Eleven</td>
<td>Final</td>
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Document brought forward by: Clay Baumgartner

X Date 01/11/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number WQT 261 Course Name Water Distribution

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: 15

Replacement course for: Course Number: WQT 261 Title: Water Distribution

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<th>Disposition</th>
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<th>Date</th>
<th>Recommendation</th>
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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: CTE
☐ Reactivate Department: Automotive
☐ Delete Program: AAS/Automotive Technology

Current course number AUT151 Revised Course Number AUT151
Current course Title Internal Combustion Engines Revised course Title Internal Combustion Engines

Credits 5 Revised Credits 6
Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 3.0
Lec /Lab Hrs/Wk Revised Lec /Lab Hrs/Wk
Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 9.0
Practicum _____ Revised Practicum _____
Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites AUT100
Co-requisites _____ Revised Co-requisites _____
Length (Wks) 5 Revised Length (Wks) 6
Terms Offered F SP Revised Terms Offered F SP

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 9.3

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

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

UCC REVISED COURSE OUTLINE Page 2 of 3
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 reassemble 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
Document brought forward by: John E Blakely

X Date 01-15-2013

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

Course Number AUT151 Course Name Internal Combustion Engines

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT151 Title: Internal Combustion Engines

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Director of Curriculum Support Vice President of Instruction
Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: CTE
☐ Reactivate Department: Automotive
☐ Delete Program: AAS/Automotive Technology

Current course number AUT155 Revised Course Number AUT155

Current Course Title Automotive Brakes Revised Course Title Automotive Brakes

Credits 5 Revised Credits 6

Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 3.0

Lec /Lab Hrs/Wk 

Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 9.0

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites AUT170

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 5 Revised Length (Wks) 6

Terms Offered W SP Revised Terms Offered W Sp

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 9.3

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT155  
Course Credit: 6  
Lecture Hrs/wk: 3.0  
Lab Hrs/Wk: 9.0  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 120  
Length of Course 6 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT170  
Co-Prerequisite:  
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
Document brought forward by: John E Blakely

X Date 01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number AUT155 Course Name Automotive Brakes

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT155 Title: Automotive Brakes

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Director of Curriculum Support Vice President of Instruction
Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: CTE
□ Reactivate Department: Automotive
□ Delete Program: AAS/Automotive Technology

Current course number AUT161 Revised Course Number AUT161

Current Course Title Power Trains Revised Course Title Power Trains

Credits 5 Revised Credits 4

Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.25

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

Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 6.75

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites AUT100

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 5 Revised Length (Wks) 4

Terms Offered F Sp Revised Terms Offered F Sp

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 6.975

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
**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
Document brought forward by: John E Blakely

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

Course Number Course Name

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
<table>
<thead>
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<th>Current course number</th>
<th>Revised Course Number</th>
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<td>AUT168</td>
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<tr>
<th>Current Course Title</th>
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<tr>
<td>Auto Electricity I</td>
<td>Auto Electricity I</td>
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Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 8.1375

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT168  
Course Credit: 5  
Lecture Hrs/wk: 2.625  
Lab Hrs/Wk: 7.875  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course: 5 wk  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT100  
Co-Requsite:  
Load Factor: 8.1375  
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
Document brought forward by: John E Blakely

X Date 01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number AUT168 Course Name Auto Electricity I

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT168 Title: Auto Electricity I

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<tr>
<td></td>
<td>Director of Curriculum Support</td>
<td>Vice President of Instruction</td>
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UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)

X Revise Division: CTE
[ ] Reactivate Department: Automotive
[ ] Delete Program: AAS/Automotive Technology

Current course number AUT169 Revised Course Number AUT169

Current Course Title Auto Electricity II Revised Course Title Auto Electricity II

Credits 5 Revised Credits 5
Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.625
Lec /Lab Hrs/Wk Revised Lec /Lab Hrs/Wk
Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 7.875
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites AUT168 Revised Banner/Instruc. Prerequisites AUT168

Co-requisites ______ Revised Co-requisites ______
Length (Wks) 5 Revised Length (Wks) 5
Terms Offered F W Revised Terms Offered F W

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 8.1375

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

[ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
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).
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
Document brought forward by: John E Blakely
X Date 01-15-20103
Supervisor Signature: (Please type in the box with the X by it.)
Course Number AUT169 Course Name Auto Electricity II

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT169 Title: Auto Electricity II

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: CTE
☐ Reactivate Department: Automotive
☐ Delete Program: AAS/Automotive Technology

Current course number AUT158 Revised Course Number AUT250

Current Course Title Suspension and Alignment Revised Course Title Suspension and Alignment

Credits 5 Revised Credits 5
Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.625
Lec /Lab Hrs/Wk
Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 7.875
Practicum _____ Revised Practicum _____
Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites AUT170
Co-requisites _____ Revised Co-requisites _____
Length (Wks) 5 wks Revised Length (Wks) 5 wks
Terms Offered W Sp Revised Terms Offered W Sp

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 8.1375

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT250  
Course Credit: 5  
Lecture Hrs/wk: 2.625  
Lab Hrs/Wk: 7.875  
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 105  
Length of Course 5 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT170  
Co-Requisite:  
Load Factor: 8.1375  
Activity Code: 210  
CIPS: 470604

Course Title:  
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.

**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
Document brought forward by: John E Blakely

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

Course Number Course Name

Student need for course:

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:

b. Current program:

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: John E Blakely

X  Date  01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X  Revise Division: CTE
☐ Reactivate Department: Automotive
☐ Delete Program: AAS/Automotive Technology

Current course number AUT259 Revised Course Number AUT259

Current Course Title Electric Fuel Injection
/Computer Systems I Revised Course Title Electronic Engine Controls I

Credits 5 Revised Credits 5

Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.625

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

Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 7.875

Practicum ______ Revised Practicum ______

Banner/Inst. Prerequisites AUT151, AUT169 Revised Banner/Inst. Prerequisites AUT151, AUT169

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 5 Revised Length (Wks) 5

Terms Offered F Revised Terms Offered F

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 8.1375

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT259  
Course Credit: 5  
Lecture Hrs/wk: 2.625  
Lab Hrs/Wk: 7.875  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course 5 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT151, AUT169  
Co-Requisite:  
Load Factor: 8.1375  
Activity Code: 210  
CIPS: 470604

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 an 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 strategies.
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
Document brought forward by: John E Blakely

X   Date  01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  AUT259   Course Name  Electronic Engine Controls I

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT259 Title: Electric Fuel Injection/Computer Systems I

Disposition:       Signature       Date       Recommendation

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

Document brought forward by: John E Blakely

X Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise Division: CTE
☐ Reactivate Department: Automotive
☐ Delete Program: AAS/Automotive Technology

Current course number AUT260 Revised Course Number AUT260

Current Course Title Electric Fuel Injection Revised Course Title Electronic Engine Controls II
/Computer Systems II

Credits 5 Revised Credits 5

Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.625

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

Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 7.875

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites AUT259 Revised Banner/Instruc. Prerequisites AUT259

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 5 Revised Length (Wks) 5

Terms Offered F Revised Terms Offered F

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 8.1375

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT260  
Course Credit: 5  
Lecture Hrs/wk: 2.625  
Lab Hrs/Wk: 7.875  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 105  
Length of Course: 5 wks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: AUT259  
Co-Requisite:  
Load Factor: 8.1375  
Activity Code: 210  
CIPS: 470604

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:** 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 Number: AUT260  Course Name: Electronic Engine Controls II

Student need for course:

Course Information:

☐ AA  ☐ AS  ☑ X 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:

Replacement course for: Course Number: AUT260  Title: Electric Fuel Injection/Computer Systems II

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: John E Blakely

Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)

X Revise Division: CTE

X Reactivate Department: Automotive

X Delete Program: AAS/Automotive Technology

Current course number AUT263
Revised Course Number AUT263

Current Course Title Automatic Transmissions
Revised Course Title Automatic Transmissions

Credits 5
Revised Credits 6

Lecture Hrs/Wk 2.625
Revised Lecture Hrs/Wk 3.0

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

Lab Hrs/Wk 7.875
Revised Lab Hrs/Wk 9.0

Practicum
Revised Practicum

Banner/Instr. Prerequisites AUT289
Revised Banner/Instruc. Prerequisites AUT289

Co-requisites
Revised Co-requisites

Length (Wks) 5
Revised Length (Wks) 6

Terms Offered W
Revised Terms Offered W

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 9.3

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
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
Document brought forward by: John E Blakely

X Date 01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number AUT263 Course Name Automatic Transmissions

Student need for course:

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:

b. Current program:

Replacement course for: Course Number: AUT263 Title: Automatic Trnsmissions

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<th>Recommendation</th>
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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: John E Blakely

X  Date 01-11-2013
Supervisor Signature (Please type in the box with the X by it.)
X Revise  Division: CTE
☐ Reactivate  Department: Automotive
☐ Delete  Program: AAS/Automotive Technology

Current course number AUT286  Revised Course Number AUT286

Current Course Title  Climate Control Systems  Revised Course Title Climate Control Systems

Credits 5  Revised Credits 5

Lecture Hrs/Wk 2.625  Revised Lecture Hrs/Wk 2.625

Lec /Lab Hrs/Wk  Revised Lec /Lab Hrs/Wk
Lab Hrs/Wk 7.875  Revised Lab Hrs/Wk 7.875

Practicum  Revised Practicum

Banner/Instr. Prerequisites  Revised Banner/Instruc. Prerequisites AUT289

Co-requisites  Revised Co-requisites

Length (Wks) 5  Revised Length (Wks) 5

Terms Offered Sp  Revised Terms Offered Sp

Proposed implementation date: Term _____ Year _____ Grading Option A-F  Load Factor _____

Reason for request:

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: AUT289
Course Credit: 5
Lecture Hrs/wk: 2.625
Lab Hrs/Wk: 7.875
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 105
Length of Course: 5 wks
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: AUT289
Co-Requisite: 
Load Factor: 8.1375
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
Document brought forward by: John E Blakely

X Date 01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number AUT286 Course Name Climate Control Systems

**Student need for course:** Students must obtain their Refrigerant Recovery and Recycling (EPA) Certification before handling and refrigerant.

**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:

b. Current program:

Replacement course for: Course Number: AUT286 Title: Climate Control Systems

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<th>Disposition</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: John E Blakely

X Date 01-11-2013

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

X Revise Division: CTE

[ ] Reactivate Department: Automotive

[ ] Delete Program: AAS/Automotive Technology

Current course number AUT289 Revised Course Number AUT289

Current Course Title  Engine Performance Revised Course Title Electronic Engine Controls III

Credits 5 Revised Credits 4

Lecture Hrs/Wk 2.625 Revised Lecture Hrs/Wk 2.25

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

Lab Hrs/Wk 7.875 Revised Lab Hrs/Wk 6.75

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites AUT260 Revised Banner/Instruc. Prerequisites AUT260

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 5 Revised Length (Wks) 4

Terms Offered w Revised Terms Offered w

Proposed implementation date: Term w Year 2013 Grading Option A-F Load Factor 6.975

Reason for request: Restructuring of program and courses to meet the requirements of crediting bodies (NATEF and Toyota)

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

Cost of revision:

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

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

[ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Electronic Engine Controls III

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

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

**COURSE OUTCOMES:** Course outcomes:

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

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

**REQUIRED TEXT/MATERIALS:**

Advance Engine Performance Diagnosis (fifth edition) by James D. Halderman (Prentice Hall Automotive)

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

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

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

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

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

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

Week 5 Final Exam (written) and Final skill assessment

Week 6

Week 7

Week 8
Document brought forward by: John E Blakely

X Date  01-15-2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  AUT289    Course Name  Electronic Engine Controls III

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:

Replacement course for: Course Number: AUT289 Title: Engine Performance

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Director of Curriculum Support                     Vice President of Instruction
PROGRAM AMENDMENT FORM-Webforms Input

This form will be used to compare currently listed information inside Webforms to the current catalog information.

Current Program Information

Parent Program:
Current Title:
Award:
CIP Code:

Type of Program Amendment (Complete all that apply)

1. Title Change:
   Current Title:
   New/Revised Title:

2. Revision in Program Credits:
   Current credits:
   Revised credits:

3. Curriculum Revision:
   *Use Table 1. (See below) to enter course edits.

4. Program Summary:
   Current summary:
   Revised summary:

5. Program Suspension:
   Suspension Start Date:
   (Note-you will have 3 years from the date specified to re-activate this program.)
   Reason for suspension:

*Table 1. Course Edits: Please list only the courses that are to be edited. Use one line per course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Use (Please indicate using one of the following labels)</th>
<th>Term (FA, W, SP, SU)</th>
<th>Course Group (1, 2, 3, etc.)</th>
<th>Credits</th>
<th>Default Course Y/N</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
</tr>
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</table>
CC/IC/POC Approvals and Tracking

This sheet must be signed by the appropriate Council and accompany the Program Amendment Form before submitting to the POC

Curriculum Committee

Date of first submission to CC: _______ Date of CC Approval: _______ Date of Denial: _______

Reason for Denial:

Recommendations:

Date of resubmission: __________

Signature of CC Approving Member: ______________________________________

Title: _________________________________________

Instructional Council

Date of first submission to IC: _______ Date of IC Approval: _______ Date of Denial: _______

Reason for Denial:

Recommendations:

Date of resubmission: __________

Signature of IC Approving Member: __________________________________________

Title: __________________________________________

Webforms

Date Received by POC: _______ Date of Input to Webforms: __________

Date of Email Confirmation Receipt from Webforms: _________________

Date of Acceptance of Submission by CCWD: ________________________

Date of Approval to Begin Application Process: ________________________

Date of Approval to Offer Program: ______________

Date of Status/Approval Notification to IC: ______________

Tracking Note: Copies of all CCWD correspondence and confirmations will be attached to this form and returned to the IC for confirmation of program status/acceptance.
November 21, 2012

Dr. Joseph Olson, President
Umpqua Community College
PO Box 967
Roseburg, OR 97470

Dear President Olson:

On November 20, 2012, the Department of Community Colleges and Workforce Development (CCWD), in accordance with the Oregon State Board of Education policy, reviewed and approved the application for a new "Pre-School" Career Pathway Certificate of Completion (CPCC), a credential to be awarded for specific skill competencies achieved in courses wholly contained in your Early Childhood Education Associate of Applied Science (AAS) Degree. The U.S. Department of Education classification designated and approved for this new certificate is 19.0708 – Child Care and Support Services Management. Enclosed is a copy of the Program Amendment (Application) Form and Current Program Course Listing that was submitted for approval.

A roadmap graphic is a required component of a CPCC application. The Roadmap for this CPCC was submitted to CCWD on October 24, 2012.

We appreciate the opportunity to work with your staff. Processing an application is a cooperative venture between our staff and your college. If you have questions about any aspect of the approval process, please contact me at (503) 947-2414.

Respectfully,

Krissa Caldwell, Deputy Commissioner
Department of Community Colleges and Workforce Development
255 Capitol Street, NE
Salem, OR 97310
503-947-2414
Krissa.Caldwell@state.or.us

Enclosure
cc: Lisa Davis, Umpqua Community College
Gwen Soderberg-Chase, Umpqua Community College
Camille Preus, Department of Community Colleges and Workforce Development
Marilyn Kolodziejczyk, Department of Community Colleges and Workforce Development
November 21, 2012

Dr. Joseph Olson, President
Umpqua Community College
PO Box 967
Roseburg, OR 97470

Dear President Olson:

On November 20, 2012, the Department of Community Colleges and Workforce Development (CCWD), in accordance with the Oregon State Board of Education policy, reviewed and approved the application for a new "Infant/Toddler" Career Pathway Certificate of Completion (CPCC), a credential to be awarded for specific skill competencies achieved in courses wholly contained in your Early Childhood Education Associate of Applied Science (AAS) Degree. The U.S. Department of Education classification designated and approved for this new certificate is 19.0708 – Child Care and Support Services Management. Enclosed is a copy of the Program Amendment (Application) Form and Current Program Course Listing that was submitted for approval.

A roadmap graphic is a required component of a CPCC application. The Roadmap for this CPCC was submitted to CCWD on October 24, 2012.

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Respectfully,

Krissa Caldwell, Deputy Commissioner
Department of Community Colleges and Workforce Development
255 Capitol Street, NE
Salem, OR 97310
503-947-2414
Krissa.Caldwell@state.or.us

Enclosure

cc: Lisa Davis, Umpqua Community College
    Gwen Soderberg-Chase, Umpqua Community College
    Camille Preus, Department of Community Colleges and Workforce Development
    Marilyn Kolodziejczyk, Department of Community Colleges and Workforce Development
Career Pathway Certificate of Completion (CPCC)
Notice of Intent to Offer a New Program

TO:       Postsecondary Education and Training Institutions
RE:    December 2012 — Oregon Community College Notice of Intent to Offer a New Career Pathway Certificate of Completion
DATE: December 14, 2012

DEADLINE FOR CONTACTING PROGRAM AUTHORITY WITH CPCC CONCERNS: Wednesday, January 2, 2013 5:00 PM

Detailed proposed program information is now available at:
http://ccwdwebforms.net/Public/PublicNOIList.aspx

Three community colleges have proposed new Career Pathway Certificate of Completion programs this month:

Mt. Hood Community College, Gresham
Mental Health/Human Service: Behavioral Healthcare Specialist
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Oregon Coast Community College, Newport
Nursing: Nursing Assistant 2 in Dementia Care, Restorative Care, and Acute Care
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Portland Community College, Portland
Management/Supervisory Development: Customer Service Professional
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)
Welcome to the Oregon Department of Community Colleges and Workforce Development (CCWD) monthly notification of proposed new community college career and technical education Career Pathway Certificate of Completion programs. CCWD sends this information on behalf of the community colleges and in compliance with the Career Pathway Certificate of Completion Notice of Intent Guidelines- http://www.odccwd.state.or.us/prgapproval/edocs/careerpathways/GuidelinesCareerPathwaysCertificateOfCompletionNoticeOfIntent2009.pdf and Oregon Revised Statute 348.603. These “notices of intent” (NOI) are sent via e-mail or fax on the second Friday of each month.

As someone with a potential interest, you have received this monthly notice of new Career Pathway Certificates of Completion being proposed for development by one or more of Oregon’s seventeen community colleges. Please share this information with others, as appropriate.

The purpose of this notification is to increase awareness and communication among Oregon’s postsecondary institutions and foster possible collaborations. It also identifies a college point-of-contact for further information on proposed new programs and locations. Finally, it explains the process for expressing and resolving questions related to adverse intersegmental impact and detrimental duplication. For more information please visit http://www.odccwd.state.or.us/prgapproval/edocs/careerpathways/GuidelinesCareerPathwaysCertificateOfCompletionNoticeOfIntent2009.pdf.

*Important note*: In lieu of embedded program information in this message or attachments, details about these programs may now be viewed at http://ccwdwebforms.net/Public/PublicNOIList.aspx.

If you seek further information or have questions about potential adverse impact that a proposed program or new location may have on your institution’s program(s), please follow the instructions provided here:

Procedure for Notice of Objection to Proposed Career Pathways Certificate of Completion:

Step 1- A private institution that objects to the offering of a Career Pathways Certificate of Completion program must provide a notice of objection to the program authority (the community college proposing to offer the certificate) within 12 business days of receiving the notice of intent.

Step 2- If a program authority receives a notice of objection the program authority must:

- Within three business days after the last date by which a private institution may provide a notice of objection, offer all private institutions that provided a notice of objection the opportunity to participate in a meeting described in subsection (5) of this section; and

- Notify CCWD that an institution has issued a notice of objection and that action by State Board of Education (SBE) should be postponed until the requirements of Step 4 of this section (see below) have been satisfied.

Step 3- A community college that provided a notice of intent and a private institution that provided a notice of objection shall participate in a meeting for the purpose of avoiding detrimental duplication or a significantly adverse impact by:

- Identifying opportunities for collaboration in programs;
• Forming agreements or partnerships for offering programs; or
• Developing ideas for modifying programs.

The program authority or the private institution may invite the Oregon Student Assistance Commission (http://www.osac.state.or.us/oda/index.html) or any other third party to join a meeting or to act as a mediator of a meeting.

Step 4 (final step) - A program authority may notify CCWD that it wishes to seek final approval from SBE for a program following a postponement described in step 2 of this section if:

• An agreement is reached between the program authority and all of the private institutions that participated in the meeting described in step 3 of this section; or
• The program authority and the private institutions that participated in the meeting described in step 3 of this section are unable to reach an agreement within 15 business days.

Notwithstanding the timelines prescribed by this section, the program authority and the private institutions may mutually agree to adjust the timelines.
TO: Postsecondary Education and Training Institutions

RE: December 2012 — Oregon Community College Notice of Intent to Offer a New Program or New Location of an Existing Program

DATE: December 14, 2012

REPLY DATE: January 2, 2013, 5:00 PM

Detailed proposed program information is now available at:
http://ccwdwebforms.net/Public/PublicNOIList.aspx

Four community colleges have proposed a new Associate of Applied Science degree and/or Certificate of Completion this month:

Chemeketa Community College, Salem
Human and Social Services Non-Traditional Health Worker
Certificate of Completion (CC0, 31-44 credits)

Klamath Community College, Klamath Falls
Accounting
Associate of Applied Science (AAS, 90-108 credits)

Portland Community College, Portland
Police Leadership
Certificate of Completion (CC, 12-30 credits)

Portland Community College, Portland
Emergency Telecommunications/Service Dispatcher
Certificate of Completion (CC1, 45-60 credits)

Portland Community College, Portland
Environmental Landscape Technician
Associate of Applied Science (AAS, 90-108 credits)

Umpqua Community College, Roseburg
Welcome to the Oregon Department of Community Colleges and Workforce Development (CCWD) monthly notification of proposed new community college career and technical education programs (Associate of Applied Science degree and/or new certificate of completion) and/or new locations where existing programs might be offered. CCWD sends this information on behalf of the community colleges and in compliance with the regulations of the Higher Education Coordinating Commission Degree Authorization Unit (http://www.osac.state.or.us/oda/index.html). These “notices of intent” (NOI) are sent via e-mail or fax on the second Friday of each month.

As someone with a potential interest, you have received this monthly notice of new programs or new locations being proposed for development by one or more of Oregon’s seventeen community colleges. Please share this information with others, as appropriate.

The purpose of this notification is to increase awareness and communication among Oregon’s postsecondary institutions and foster possible collaborations. It also identifies a college point-of-contact for further information on proposed new programs and locations. Finally, it explains the process for expressing and resolving questions related to adverse intersegmental impact and detrimental duplication. For more information about adverse intersegmental impact and detrimental duplication, please visit http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_583/583_040.html.

*Important note*: In lieu of embedded program information in this message or attachments, details about these programs may now be viewed at http://ccwdwebforms.net/Public/PublicNOIList.aspx.

If you seek further information or have questions about potential adverse impact that a proposed program or new location may have on your institution’s program(s), please contact the person identified in the community college notice within 15 days of the date of this message (see Reply Date). The college contact person will assist you in gathering information regarding the proposed program and will work with you to answer questions and resolve concerns regarding the proposed program/location.

In considering possible impact and duplication issues, note that community college student enrollment patterns indicate that students do not normally travel distances greater than 35-50 miles to enroll in a site-based education and training program.

For adverse intersegmental impact or detrimental duplication between institutions in different educational segments (private career schools, Oregon University System, independent colleges & universities, community colleges, OHSU), contact:
1) The community college proposing the program (see college contact person information on the accompanying notices of intent),
2) The Department of Community Colleges and Workforce Development (Shalee Hodgson, 503-947-2409, shalee.l.hodgson@state.or.us), and
3) The Higher Education Coordinating Commission Degree Authorization Unit (Jennifer Diallo, 503-373-0072, Jennifer.Diallo@state.or.us).

For adverse impact or detrimental duplication between community colleges, contact only:
1) The community college proposing the program (see college contact person information on the accompanying notices of intent), and
2) The Department of Community Colleges and Workforce Development (Shalee Hodgson, 503-947-2409, shalee.l.hodgson@state.or.us).
For more information, see (http://www.odccwd.state.or.us/prgapproval/edocs/prgapproval/intadverseimpactproced.pdf).

If you want to formally register a claim of adverse impact or detrimental duplication, it is your responsibility to make the appropriate contacts within the designated timeframe. If no contacts have been made within fifteen (15) days, the community college may proceed to seek approval for their proposed program or new location. **For these programs, the appropriate contacts must be made by 5:00 PM, Wednesday, January 2, 2013.**