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CURRICULUM/GEN ED COMMITTEE
a standing committee of the Educational Advisory Council

AGENDA
for
February 2, 2005
3:00 pm
Sylvania CC Oak Room

Informational Items from the Curriculum Office:
(These items do not require curriculum committee recommendation)

- Experimental Course Requests
  - BI 199 – Intro to Wildlife Conservation & Management
  - CG 199 – Job Readiness
  - BCT 199A – Basic Wood Veneering
  - NUR 199 – Nursing Student Success Skills
- Course Inactivations
  - WR 228 – Police Report Writing
  - DE 80 –
  - PSY 280B – Community Service and Action Seminar
- Distance Learning Modality Approvals
  - None this month

OLD BUSINESS .

1. ASL 130 – Deaf Studies
   Diversity Designation – review request on appropriate form

128. WLD 9960 – Sculpture Welding Practice *(See previous Agenda for detail)*
   New Course Request – Review with new title
129. WLD 9961 – Sculpture Welding Practice
   New Course Request – Review with new title
130. WLD 9962 – Sculpture Welding Practice
   New Course Request – Review with new title
131. WLD 9963 – Sculpture Welding Practice
   New Course Request – Review with new title

NEW BUSINESS

178. SOC/PS 280B – Community Service and Action Seminar
   Description Change: See complete request for detail
   Requisite Change: See complete request for detail
   Outcomes Change: See complete request for detail
178a. SOC/PS 280B – Community Service and Action Seminar
   Contact/Credit Change from 3 lecture to 2 Lecture
179. CG 0690 – Stopping Test Anxiety
   Course Number Change: CG 110
   Description Change: See complete request for detail
   Outcomes Change: See complete request for detail
180. CG 209 – Job Finding Skills
   Outcomes Change: Add “4. Identify appropriate workplace attitudes and behaviors that contribute to job success.”
181. CG 209 – Job Finding Skills

Credit Contact Hour Change:
Lecture: Current 1 Proposed 1 to 3
Contact: Current 1 Proposed 1 to 3
Credits: Current 1 Proposed 1 to 3

182. CG 130 – Today's Careers
Description Change: See complete request
Requisite Change: Drop RD & WR 115 prerequisite
Outcomes Change: See complete request
183. CG 104A – Career Development
Title Change: Career and Life Planning
Description Change: delete "or instructor permission"
Requisite Change: delete "or instructor permission"; RD & WR 115 recommended
184. CG 140B – Career Development
Title Change: Career and Life Planning
Description Change: delete "or instructor permission"
Requisite Change: delete "or instructor permission"; RD & WR 115 recommended

185. RAD 216 – Radiography Registry Review
New Course
186. RAD 240 – Radiographic Clinic VIII
Contact/Credit Hour Change:
Lab: Current 10 Proposed 8
Contact: Current 10 Proposed 8
Credits: Current 10 Proposed 8

187. OMT 111 – General Medical Terminology
Title Change: Introduction to Medical Terminology

188. MTH 91 – Intermediate Algebra Part I
New Course
189. MTH 92 – Intermediate Algebra Part II
New Course
190. MTH 111A – College Algebra for Liberal Arts
Requisite Change: Add "or MTH 92"
191. MTH 111B – College Algebra-Business, Management, Life & Social Science
Requisite Change: Add "or MTH 92"
192. MTH 111C – College Algebra for Math, Science & Engineering
Requisite Change: Add "or MTH 92"
193. MTH 211 – Foundations of Elementary Math I
Requisite Change: add "MTH 92"

194. BCT 100 – Introduction of the Construction Industry
Title Change: Overview of the Construction Industry
Description Change: See complete request for details
195. BCT 102 – Blueprint Reading for Building Construction
Title Change: Residential Printreading
196. BCT 103 – Construction Materials and Methods I
Title Change: Residential Materials and Methods
197. BCT 116 – Alternative Building Design
New Course
198. BCT 120 – Floor Framing
Requisite Change: Delete BCT 102, BCT 104
199. BCT 121 – Wall Framing
Requisite Change: Delete BCT 102, BCT 104

200. BCT 123 – Roof Framing 2
    Requisite Change: Delete BCT 104, BCT 106
201. BCT 129 – Mechanical Systems for Kitchens and Bath
    New Course
202. BCT 133 – Materials and Methods II
    Title Change: Materials and Methods Commercial Construction
    Description Change: See complete request for details
    Requisite Change: Delete prerequisites
203. BCT 134 – Construction Scheduling w/MS Project
    Title Change: Construction Scheduling
    Requisite Change: Delete prerequisites
204. BCT 150 – Mechanical and Electrical Facilities
    Title Change: Mechanical, Electrical, and Plumbing
205. BCT 202 – Business Principles for Construction
    Description Change: See complete request for details
    Outcomes Change: Delete "…required by the Oregon Construction Contractors Board."
206. BCT 203 – Interior Finish
    Prerequisite Change: Add "or instructor permission"
207. BCT 211 – Remodeling
    Description Change: See complete request for details
    Outcomes Change: See complete request for details
208. BCT 213 – Advanced Blueprint Reading
    Title Change: Commercial Print Reading
    Description Change: See complete request for details
    Requisite Change: replace "instructor approval" with "industry experience in blueprint reading suggested."
    Outcomes Change: See complete request for details
209. BCT 218 – Woodworking Projects
    Description Change: See complete request for details
    Requisite Change: Delete prerequisites
    Outcomes Change: See complete request for details
210. BCT 220 – Professional Cabinetmaking II
    Description Change: See complete request for details
    Requisite Change: Delete prerequisites
    Outcomes Change: See complete request for details
211. BCT 225 – Construction Project Management
    Description Change: See complete request for details
212. BCT 244 – Kitchen and Bath Cabinet Installation
    New Course

213. BA 242 – Introduction to Investments
    Description Change: Add "Recommended: MTH 20"

214. CAS 231 – Publisher
    New Course
215. CAS 123 – Production Keyboarding
    Description Change: Delete "CAS 216" recommendation; Add "Additional lab hours may be required, consult instructor."
    Prerequisite Change: Current None; Add CAS 216
216. CAS 133 – Basic Computer Skills – MS Office
    Description Change: See complete request for details
    Outcomes Change: See complete request for details

217. DH 208 – Community Oral Health I

Description Change: See complete request for details
Outcomes Change: See complete request for details

218. DH 208 – Community Oral Health I
    Contact/Credit Hour Change:
        Lecture: Current 1 Proposed 2
        Load: Current .068 Proposed .136
        Contact: Current 1 Proposed 2
        Credit: Current 1 Proposed 2
219. DH 250 – Public Health
    Title Change: Research Methods
    Description Change: See complete request for details
    Outcomes Change: See complete request for details
220. DH 250 – Public Health
    Contact Credit Hour Change:
        Lecture: Current 2 Proposed 1
        Load: Current .136 Proposed .068
        Contact: Current 2 Proposed 1
        Credits: Current 2 Proposed 1
221. DH 252 – Community Oral Health II
    Description Change: See complete request for details
    Outcomes Change: See complete request for details
222. DH 252 – Community Oral Health II
    Contact/Credit Hour Change:
        Lecture: Current 1 Proposed 2
        Load: Current .068 Proposed .136
        Contact: Current 1 Proposed 2
        Credit: Current 1 Proposed 2

223. ALC 56 – Basic Study Skills Lab
    Title Change: Tutoring Lab
    Description Change: No previous description. See complete request for details
    Outcomes Change: No previous outcomes. See complete request for details
224. ALC 70 – Technical Math Support
    Outcomes Change: See complete request for details
225. WR 90 – Writing 90
    Requisite Change: Add “with a ‘C’ or better.”
226. RD 90 – Reading 90
    Requisite Change: Add “with a ‘C’ or better.”
227. RD 90A – Reading 90
    Title Change: Reading 90**A**
    Requisite Change: Add “with a ‘C’ or better.”
228. RD 115 – College Reading
    Requisite Change: add “(C or better)”
    Outcomes Change: See complete request for details

229. PT 108 – Litho Press
    Contact/Credit Hour Change
        Lecture: Current 1 Proposed 2
        Lab: Current 3 Proposed 3
        Contact: Current 4 Proposed 5
        Credits: Current 2 Proposed 3
230. PT 110 – Litho Press II
    Contact/Credit Hour Change
        Lecture: Current 3 Proposed 2

Lab: Current 9 Proposed 3
Contact: Current 12 Proposed 5
Credits: Current 6 Proposed 3

231. PT 153 – Electronic Layout – PhotoShop
New Course
232. PT 155 – Electronic Layout – QuarkXPress
New Course

233. CIS 284 – Network Security
New Course
234. CIS 285 – Security Tools
New Course
235. CIS 286 – Computer Forensics
New Course
236. CIS 287M – Microsoft Server Security
New Course

237. ARCH 103 – Architectural Graphics 3
Course Number Change: ARCH 100
Title Change: Graphic Communication for Designers
Description Change: See complete request for details
Requisite Change: Delete prerequisites
Outcomes Change: See complete request for details
237a. ARCH 113 – Working Drawings 3
Description Change: See complete request for detail
Outcomes Change: See complete request for detail
238. ARCH 121 – Structures 1
Description Change: Delete “Recommended: DRF 117 and ARCH 126 or equivalent”
239. ARCH 126 – Introduction to AutoCAD
Description Change: Delete “Recommended DRF 117 and CIS 120”
240. ARCH 131 – Sustainable Structures
Description Change: See complete request for details
241. ARCH 137 – AutoCAD Architectural Desktop
Description Change: See complete request for details
242. ARCH 140 – Introduction to CHIEF ARCHITECT
Description Change: Delete “Recommended DRF 117 and CIS 120”

243. ETC 103 – Introduction to Emergency Telecommunication
Description Change: See complete request for details
Outcomes Change: See complete request for details
244. ETC 104 - Emergency Telecommunications-Call-Taking
Description Change: Emergency Telecommunications-Call-Taking
245. ETC 105 - Crisis Intervention
Title Change: Crisis Intervention & Critical Incident Stress Management
Description Change: See complete request for details
Outcomes Change: See complete request for details
246. ETC 108 – Transcription for Telecommunicators
Description Change: See complete request for details
Outcomes Change: See complete request for details
247. ETC 110 - Communication Center Operations - Basic Skills
Description Change: See complete request for details
248. ETC 111 – Communication Center Operations – Advanced Skills
Description Change: See complete request for details
Requisite Change: Previous: None; New: ETC 110

Outcomes Change: See complete request for details

249. GD 116 – Intermediate Typography
Requisite Change: Previous: None; New: GD 140

250. AM 103 – Engine Performance I
Requisite Change: add AM 112
251. AM 106 – Heating and Air Conditioning Systems
Requisite Change: add AM 101, 112
252. AM 113 – Engine Performance II
Requisite Change: add AM 112
253. AM 123 – Engine Performance III
Requisite Change: add AM 112
254. AM 133 – Engine Performance IV
Requisite Change: add AM 112

255. INSP 220 – Fire and Life Safety
New Course
256. INSP 225 – Multi-Family Housing
New Course
257. INSP 260 – Oregon Inspection Certificate
New Course
258. INSP 151 – International 1 & 2 Family Structural Code
Title Change: International Residential Code: Structural
Description Change: See complete description for detail
259. INSP 152 – International 1 & 2 Family Mechanical Code
Title Change: International Residential Code: Mechanical
Description Change: See complete description for detail
260. INSP 251 – Uniform Building Code 1
Title Change: International Building Code 1
Description Change: Replace “Uniform Building Code” with “International Building Code”
261. INSP 252 – Uniform Building Code 2
Title Change: International Building Code 2
Description Change: Replace “Uniform Building Code” with “International Building Code”
262. INSP 253 – Uniform Building Code 3
Title Change: International Building Code 3
Description Change: Replace “Uniform Building Code” with “International Building Code”
263. INSP 255 – International Mechanical Code 1
Descr Change: Replace “Uniform Mechanical Code” with “International Mechanical Code”
264. INSP 256 – International Mechanical Code 2
Descr Change: Replace “Uniform Mechanical Code” with “International Mechanical Code”

265. ID 121 – Interior Products and Materials II
Title Change: Sustainable Materials for Residential Interiors
Description Change: See complete request for details
Requisite Change: Add ID 120
Outcomes Change: See complete request for details

266. FOT 101 – Fiber Optics I
New Course Number: TE 9101
267. FOT 102 – Fiber Optics II
New Course Number: TE 9102
268. FOT 103 – Fiber Optics: Inside Plant

New Course Number: TE 9103

269. FOT 104 – Fiber Optics: Outside Plant
New Course Number: TE 9104

270. FOT 201 – AMP ACT I
New Course Number: TE 9201

271. FOT 202 – AMP ACT II
New Course Number: TE 9202

272. FOT 203 – AMP ACT III
New Course Number: TE 9203

273. HE 242 – Stress and Human Health
Requisite Change: delete prerequisites

274. HE 254 - Weight-loss and Personal Health
New Course

275. MM 238 – Creating Professional DVD-Video
New Course

4 Credit Conversion Sub-Committee

Committee has not met since last report.

Curriculum Course Designation Request
Transfer List B Designation

Current course number:	ASL 130
Current course title:	Deaf Studies
Does the course rely on primary text or texts which address, analyze or comment upon the question of what it means to be human? Does it use secondary or summation materials and to what degree?:	This course uses two textbooks, Journey into the Deaf-World, Dawn Sign Press 1996 by Lane, Hoffmeister & Bahan and Legal Rights: The Guide for Deaf and Hard of Hearing People by National Center Law of the Deaf. This course also includes some readings from current issues (media) and articles on other topics related to Deaf studies throughout the term. Videos also will be shown to the students during the class. In short, the course focuses on what it means to be a member of a Deaf community.
Does the course focus on questions of value, ethics, belief; and does the course attempt to place such questions in a historical context?:	Yes, this course introduces the students to Deaf people and the Deaf community from both the cultural and pathological points of view. Traditionally, there have been two ways of looking at Deaf people. The pathological view, held by most educators and medical professionals, claims that deaf people are disabled or defective, unequal to hearing people and in need of fixing . The cultural view held by Deaf people themselves, and by linguists and others who are knowledgeable about the deaf community, hold that Deaf people constitute a linguistic and cultural minority which has long been oppressed by the hearing world. This course explores both beliefs and traces their evolution through history. The course discusses the values and beliefs of the Deaf community, their struggle for equal rights and their organizations and activities. It includes the paradox that Deaf people, who do not see themselves as a disability group, must define themselves as such in order to have their rights respected under the law.
Does the course attempt an examination or analysis of the discipline to which it belongs; in other words, does the course provide students with a way of seeing the approach to the subject or subjects involved as one way among others of discussing text?:	In its discussions of language and education, the course asks students to look at varying viewpoints and historical trends and the impact those have on the Deaf community. Students look at the relationship between beliefs about language and culture and the institutions intended to serve the Deaf community, both those within the community itself and those imposed by the hearing majority.

Does the course attend to the role that language plays in the discipline and in ways the subject is understood and has been understood?:	The course discusses the struggle and controversy between American Sign Language and other sign communication systems throughout the history. American Deaf people have always known that American Sign Language is the true language of their community, in spite of many other views that it is not a language. Since a well-known linguist, William Stokoe, proved that ASL is a language in the 1960 s, ASL has slowly become accepted and respected as the language of the Deaf people. The course introduces the "Deaf President Now" movement in March 1988, which has a great impact on the increase in ASL classes taught in Modern Language programs and on Deaf people as a whole. "Deaf President Now" gives Deaf people reason to have pride in their language and increases employment opportunities in teaching ASL and related fields. ASL as a language finally has earned the respect and recognition from hearing people.
Does the course provide students with access to the thinking and feelings of the disciplines respected and acknowledged contributors? :	The textbooks provide students with the various perspectives from deaf, Deaf, hard-of-hearing, late-deafened people on their positive and negative experiences. Also there is an in-class activity compromised of a Deaf community panel. The instructor invites several deaf people with different education, socioeconomic status, language & communication styles, and cultural and pathological backgrounds. The students have an opportunity to ask questions of the Deaf community panel and discuss their experiences.
Does the course provide students an opportunity to meaningfully interact with the texts of the discipline and with each other, through discussion and writing about the perspectives on the human condition that such texts provide?:	The class includes a combination of lectures, readings, class discussions and in-class activities. Students are required to attend at least one Deaf community event and write a paper about it. During the class, each student is able to share their observations and experience after they have attended such an event and learned the purpose of the organization that sponsored the event. This event helps students to be aware of many organizations or publications, services, activities and whom they serve and for what purposes.
Does the course and the discipline to which it belongs value and seriously examine the subjective response to human experiences?:	Overall the Deaf Studies course seriously examines the importance of viewing Deaf people as a cultural minority group within American majority. Although Deaf people share many American values, they also have their own unique Deaf values, beliefs, language and rules of interaction. Students focus on this particular response to human experience.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description,Requisites,Learning Outcomes
Current course number:	Soc/PS280B
Current course title:	Community Service and Action Seminar
Proposed transcript title:	Com Service/Action Seminar
Current description:	Provides a forum for students engaged in cooperative education worksite placements in the social sciences to develop personal, group, and organizational skills for a successful community service and career development experience. Seminar becomes interdisciplinary and team-taught, integrating psychological, political science and sociological perspectives to enhance the service ethic.
Proposed description:	This interdisciplinary seminar provides an integrative framework for students engaged in community service and cooperative education work. Focuses on social interaction, group and organizational processes, and public policies related to service, advocacy, and social change placements.
Reason for description change:	Psychology is no longer a partner in the seminar, and course may be taught by one instructor in the online format.
Current learning outcomes:	1. Demonstrate the ability to work effectively within groups to achieve organizational goals. 2. Demonstrate increased, effective personal involvement in community issues and public policy-making. 3. Demonstrate awareness of career options consistent with personal interests and values.
Proposed learning outcomes:	1. Demonstrate the ability to communicate and work effectively in a range of organizational frameworks engaged in service, advocacy and social change. 2. Demonstrate increased effective personal involvement in community issues and public policy. 3. Develop interpersonal, organizational, and political skills to advance individual and collective interests.
Reason for learning outcomes change:	New learning outcomes represent changed course content and focus. Career options are not a direct focus of the seminar.

Current corequisites:	Soc280A or PS280A or C, 1, 2, or 3 credit hours
Proposed corequisites:	Same
Is there an impact on other SACs:	yes
	We are informing the Psychology SAC, which will decide on Inactivation or other options. Both Soc and PS SACs must approve these changes.
Is there an impact on other depts/campuses:	yes
	This course is currently required for Gerontology Certificate and Degree. This program is under Soc SAC.
Implem_term:	fall
Implem_year:	2005
Contact name:	Jan Abushakrah
Contact e-mail:	jabushak@pcc.edu

Curriculum Course Revision Form
Contact/Credit Hour Change

Current course number:	SOC 280B / PS 280B
Current course title:	Community Service & Action Seminar
Current lecture hours:	3
Proposed_lecture:	2
Current load:	
Proposed load:	
Current credits:	
Proposed credit hours:	
Reason for change:	This course was originally an interdisciplinary, team-taught course in political science, sociology, and psychology. The psychology department has dropped its involvement, and we have thus adjusted the course content to focus more on sociological and political science issues.
Are outcomes affected?:	YES
Are degrees/certs affected?:	YES
Is there an impact on departments or campuses:	YES Currently, this course is only being offered on the Sylvania campus, but there are plans to office it at other campuses. It is required by the Gerontology Certificate & Degree, including the Distance Learning Certificate slated to begin Fall 2005.
Is there potential conflict with another sac?:	YES This is a cross-listed PS and SOC course. The Psychology SAC withdrew from the course, SAC meeting, 12/20/2004. Jan Abushakrah will "shepherd" the curriculum change through PS and SOC.
Implementation term:	Fall
Implementation year:	2005
Contact name:	Jan Abushakrah
Contact email:	jabushak@pcc.edu

DATE: 1/30/2005 PREPARED BY: Jan Abushakrah

COURSE NUMBER: Soc/PS280B

COURSE TITLE: Community Service and Action Seminar

CREDIT HOURS: 2

LECTURE HOURS PER WEEK: 2

LECTURE/LAB HOURS PER WEEK:

LAB HOURS PER WEEK (INCLUDES CO-OP, PRACTICUM OR CLINICAL):

NUMBER OF WEEKS: 10

SPECIAL FEE: N/A

COURSE DESCRIPTION FOR PUBLICATION: This interdisciplinary seminar provides an integrative framework and cooperative
education work. It focuses on social interaction, group and organizational processes, and public policies related t placements. Co-Requisite:
Enrollment in at least 1 hour Soc/PS280A, or PS280C.

INTENDED OUTCOME(S) FOR THE COURSE:
1. Demonstrate the ability to communicate and work effectively in a range of organizational frameworks engage
2. Demonstrate increased effective personal involvement in community issues and public policy.
3. Develop interpersonal, organizational, and political skills to advance individual and collective interests.

COURSE ACTIVITIES & DESIGN: (OPTIONAL) Course activities can include a variety of readings, discussions, problem-solving analyses, group and individual exercises, and reflective journals related to the course content.
OUTCOME ASSESSMENT STRATEGIES: (CASE STUDIES, GROUP PROJECTS, INDIVIDUAL PROJECTS, Q through a
variety of individual and group projects, presentations, case studies, field research, and reflective journals.

COURSE CONTENT: (THEMES, CONCEPTS, ISSUES, COMPETENCIES AND SKILLS)
1. Developing active listening and communication skills
2. Understanding the helping relationship, and developing basic helping skills
3. Building community and promoting empowerment
4. Practicing mediation, principled negotiation, and alternatives to adversarial conflict
5. Analyzing group and organizational processes, and learning how to work effectively in diverse contexts
6. Exploring the dynamics of service, advocacy, and social change organizations
7. Developing basic political lobbying skills
8. Exploring the process of developing, implementing, and influencing public policy
9. Exploring values and ethics involved in professional service, advocacy, and social change work
10. Appreciating diversity and working effectively with diverse populations

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number, Course Description, Learning Outcomes
Current course number:	CG 0690
Proposed course number:	CG 110
Current course title:	Stopping Test Anxiety
Current description:	This course is designed to teach students ways of coping with excessive test-taking anxiety. Students will learn the techniques of progressive relaxation and test-taking strategies to be used as tools for reducing test anxiety.
Proposed description:	This course is to develop strategies to manage anxiety, improve study and test taking skills, identify and reduce barriers to test-taking, and incorporate techniques of relaxation.
Reason for description change:	Further development of course and desired outcomes.
Current learning outcomes:	1. Understand emotions that trigger the test anxiety response. 2. Demonstrate progressive relaxation techniques. 3. Develop additional test-taking skills to enhance student success. 4. Use new knowledge to increase higher satisfaction during tests and with test results. 5. Develop higher self-esteem as a result of increased success on tests, and increased self-awareness.
Proposed learning outcomes:	1. Recognize thoughts and emotions that trigger anxiety response. 2. Demonstrate positive study and test taking skills that enhance student success. 3. Use new knowledge for successful test taking. 4. Demonstrate relaxation techniques. 5. Assess course effectiveness.
Reason for learning outcomes change:	Further development of course
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	winter
Implementation year:	2005
Contact name:	Catherine Sills
Contact e-mail:	csills@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Learning Outcomes
Current course number:	CG 209
Current course title:	Job Finding Skills
Current description:	Explores a broad range of job search techniques, including building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes an overall understanding of the job search process.
Proposed description:	Explores a broad range of job search techniques, including building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes an overall understanding of the job search process and job success.
Reason for description change:	This course is being expanded to variable credit; 1, 2, or 3 credits. The new description reflects the changes being made in the course.
Current learning outcomes:	Students who successfully complete this course will be able to: 1) Identify personal characteristics and professional skills that relate to appropriate career choices. 2) Research current occupational and job market information integrating acquired knowledge of personal characteristics and professional skills. 3) Utilize decision-making skills to develop appropriate job search plans and materials.

Proposed learning outcomes:	Students who successfully complete this course will be able to: 1) Identify personal characteristics and professional skills that relate to appropriate career choices. 2) Research current occupational and job market information integrating acquired knowledge of personal characteristics and professional skills. 3) Utilize decision-making skills to develop appropriate job search plans and materials. 4) Identify appropriate workplace attitudes and behaviors that contribute to job success.
Reason for learning outcomes change:	This course is being expanded to variable credit; 1, 2, or 3 credits. The new outcomes and concepts include appropriate on-the-job behaviors, attitudes, and skills.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	yes This change to increased and variable credit is due to a cooperative agreement between the CG SAC and the PCC Sylvania Machine Technology program, which needed such a course for their students.
Implementation term:	winter
Implementation year:	2005
Contact name:	Catherine Sills
Contact e-mail:	csills@pcc.edu

Curriculum Course Revision Form
Course Contact/Credit Hour Change

Current course number: CG 209
Current course title: Job Finding Skills

	Current	Proposed
lecture hours:	1	1 to 3
lab hours:		
lec/lab hours:		
load:		
Total contact hours:	1	1 to 3
credits:	1	1 to 3

Reason: Course has been revised to include content and skill building in workplace expectations and appropriate workplace behaviors.

Are outcomes affected?: YES

Are degrees/certs affected?: No

Is the an impact on other depts. or campuses?: YES

Change is due to cooperative agreement between CG SAC and Machine Technology program.

Is there potential conflict with another sac?: YES

Change is due to cooperative agreement between CG SAC and Machine Technology program.

Implementation term: Winter
Implementation year: 2005

Contact name: Catherine Sills
Contact email: csills@pcc.edu

This CCOG has not been submitted electronically.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Requisites, Learning Outcomes
Current Course Number:	CG 130
Current Course Title:	Today's Careers
Current Description:	Discuss how technology is affecting the work place, current labor market trends, traditional and alternative work styles, and what employers expect of employees. Covers different ways to gather information about specific occupations. Presents a variety of career areas, and helps develop a plan for next steps. Provides opportunities for self-exploration, and analysis of our changing work world. Prerequisite: College level reading or writing skills as defined by placement in WR 115, or RD 115, or instructor permission.
Proposed Description:	Explores career opportunities and how technology and the global economy are impacting jobs in the United States. Introduces various career areas and covers how to research occupations. Provides information about different types of employers and industries within our changing work world.
Reason For Description Change:	More accurately reflects what is being taught in the course. Better describes original intent of course.
Current Learning Outcomes:	1. Utilize various self assessment tools. 2. Research current occupational information integrating acquired knowledge of personal characteristics 3. Utilize acquired knowledge to make informed career related decisions
Proposed Learning Outcomes:	1.Identify the impact of technology and the global economy on careers in the United States. 2.Describe how different jobs are grouped and represented in the United States. 3.Research occupations of interest.
Reason For Learning Outcomes Change:	Further differentiates CG130 from CG140.Focus is on understanding current conditions in the world of work as well as information pertaining to specific careers. Deemphasizes self exploration.
Current Prerequisites:	RD & WR 115
Proposed Prerequisites:	NONE

Will This Impact Other Sacs?:	no
Will This Impact Other Dept/Campuses?:	no
Implementation Term:	winter
Implementation Year:	2005
Contact Name:	Simone Frank
Contact E-Mail:	sfrank@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Requisites
Current Course Number:	CG 140A
Current Course Title:	Career Development
Proposed Course Title:	Career and Life Planning
Reason For Title Change:	More accurately reflects course content.
Current Description:	This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, attitudes and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers. Prerequisite College-level reading and writing skills, as defined by placement into WR 115 or RD 115 or instructor permission.
Proposed Description:	This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, attitudes and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers. College-level reading and writing skills, as defined by placement into WR 115 or RD 115 recommended.
Reason For Description Change:	Changed prerequisite requirement
Current Learning Outcomes:	Students who successfully complete this course will be able to: 1.Identify personal characteristics that relate to appropriate life choices pertaining to work, leisure, and education. 2. Research current occupational information integrating acquired knowledge of personal characteristics. 3. Utilize decision-making skills to affect life-long changes; i.e., to make informed choices.
Proposed Learning Outcomes:	no change

Current Prerequisites:	RD 115& WR 115 or instructor permission
Proposed Prerequisites:	RD 115 or WR115 recommended
Will This Impact Other Sacs?:	no
Will This Impact Other Depts/Campuses?:	no
Implementation Term:	winter
Implementation Year:	2005
Contact Name:	Simone Frank
Contact E-Mail:	sfrank@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Requisites
Current Course Number:	CG 140B
Current Course Title:	Career Development
Proposed Course Title:	Career and Life Planning
Reason For Title Change:	More accurately reflects course content
Current Description:	This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, attitudes and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers. Prerequisite: College-level reading and writing skills, as defined by placement into WR 115 or RD 115, or instructor permission
Proposed Description:	This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, attitudes and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers. College-level reading and writing skills, as defined by placement into WR 115 or RD 115 recommended
Reason For Description Change:	changed prerequisite
Current Learning Outcomes:	Students who successfully complete this course will be able to: 1.Identify personal characteristics that relate to appropriate life choices pertaining to work, leisure, and education. 2. Research current occupational information integrating acquired knowledge of personal characteristics. 3.Utilize decision-making skills to affect life-long changes; i.e., to make informed choices.
Proposed Learning Outcomes:	no change

Current Prerequisites:	RD115 or WR115 or instructor permission
Proposed Prerequisites:	RD115 or WR115 recommended
Will This Impact Other Sacs?:	no
Will This Impact Other Depts/Campuses?:	no
Implementation Term:	winter
Implementation Year:	2005
Contact Name:	Simone Frank
Contact E-Mail:	sfrank@pcc.edu

Curriculum Course Request Form
New Course

Course number:	RAD 216
Course title:	Radiography Registry Review
Transcript title:	Radiography Registry Review
Lecture hours:	2
Weekly contact hours:	2
Total credits:	2
Reason for new course:	This had been imbedded in another course but needs to stand separately for use of Web CT. It needed a separate CRN for testing purposes, etc.
Course description:	Provides review of the major content areas appearing in the national certification examination. Requires class participation, review of radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures and patient care. Students must demonstrate an understanding of these subjects by successful completion of unit examinations and at least one mock registry examination.
Prerequisite(s):	None
Prereq/concurrent:	RAD 240
Corequisite(s):	None
Learning outcomes:	Students will demonstrate competency in all subject content areas.
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Required
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Description of contact:	
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Summer
Implementation year:	2005
Contact name:	Joan Daly
Contact e-mail:	jdaly@pcc.edu

COURSE NUMBER: RAD 216 **PREPARED BY**: Virginia Vanderford
COURSE TITLE: Radiography Registry Review
CREDIT HOURS: 2
NUMBER OF WEEKS: 11

I. COURSE DESCRIPTION FOR PUBLICATION

Prerequisite/Concurrent: RAD 240. Provides review of the major content areas appearing in the national certification examination. Requires class participation, review of radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures and patient care. Students must demonstrate an understanding of these subjects by successful completion of unit examinations and at least one mock registry examination.

II. ADDENDUM TO DESCRIPTION

RAD 216 is required as part of the Radiography Program and must be successfully completed prior to sitting for the national certification examination. Prior to enrolling in this course the student must be accepted into the Radiography Program and have successfully completed all prerequisite courses.

III. INTENDED OUTCOME FOR THE COURSE:

Demonstrate competency in all subject content areas.

IV. COURSE ACTIVITIES AND DESIGN

The student will demonstrate knowledge in all content areas by actively participating in course activities that include both individual and group projects. Attendance is required and is calculated into the final course grade.

V. OUTCOME ASSESSMENT STRATEGIES

1. Successful completion of all course assignments.

2. Successful completion of all unit examinations.

3. Pass mock registry examination in preparation for the national certification examination.

VI. COURSE CONTENT

The student will demonstrate an understanding of the following themes, issues, concepts and develop the following skills:

THEMES, CONCEPTS, ISSUES

Radiation Protection
Equipment Operation and Maintenance
Image Production and Evaluation
Radiographic Procedures
Patient Care

Curriculum Course Revision Form
Contact/Credit Change

Current course number:	RAD 240
Current course title:	Radiographic Clinic VIII
Current lab hours:	10
Proposed lab hours:	8
Total contact hours:	10
Proposed contact hours:	8
Current credits:	10
Proposed credit hours:	8
Reason for change:	Removing imbedded didactic portion to stand separately as it's own course for registry preparation.
Are outcomes affected?:	NO
Are degrees/certs affected?:	No
Impact on departments campuses:	NO
Is there potential conflict with another sac?:	NO
Implementation term:	Summer
Implementation year:	2005
Contact name:	Joan Daly
Contact email:	jdaly@pcc.edu

COURSE NUMBER: RAD 240 **PREPARED BY:** Joan Daly
COURSE TITLE: Radiography Clinic VIII
CREDIT HOURS: 8
CLINICAL HOURS PER WEEK: 32
NUMBER OF WEEKS: 11

I. COURSE DESCRIPTION FOR PUBLICATION:

Prerequisite: RAD 230. Provides clinical education experience in affiliated hospital radiology department under supervision of registered radiographer and radiologist. Includes application of equipment manipulation and operation, radiological imaging procedures, radiation protection and patient care. Requires clinical competencies, objectives, evaluations, attendance, terminal clinical competencies in radiological imaging and demonstrate competency in written and oral medical communications and mathematical functions.

II. ADDENDUM TO DESCRIPTION

The student will learn the necessary skills that are required to function in the clinical area as a radiologic technologist, and will demonstrate proper work ethic as a radiographer and health care provider. The course is designed as Competent/Proficient Level 4.

Radiography Clinic VIII (RAD 240) is required as part of the Radiologic Technology degree program. It is also a prerequisite to taking the American Registry of Radiography. Transferability of credit depends entirely upon the institution to which the student wishes to transfer. Prior to enrolling in this course the student must be accepted in the Radiography Program and have successfully completed the prerequisite courses.

III. INTENDED OUTCOME FOR THE COURSE:

Competently perform the duties of an entry level radiographer.

IV. COURSE ACTIVITIES AND DESIGN

Level 4 COMPETENT/PROFICIENT:

The student must have the ability to perform all skills accurately and demonstrate knowledge and judgement independently within an appropriate time frame and parameters. The student must demonstrate the ability to critique images to satisfy the diagnostic needs of the department and demonstrate the ability to “run” a radiographic room independently with indirect supervision. The student must satisfactorily meet this level to warrant program graduation.

Attendance and active participation in clinical activities is required. The student will perform independently doing routine radiography for each assigned area during the term; select exposure factors; provide patient care; demonstrate appropriate communication and interpersonal skills; minimize radiation to patient, self and other personnel; and complete assigned room objectives.

Indirect supervision by a radiographer will be provided by the clinical affiliate at all times. Students' radiographs must be reviewed by either a radiographer, physician or radiologist prior to releasing the patient or submitting the radiographs.

Safety is extremely important, and is taught throughout this program. Pertinent safety points are noted in this course.

V. OUTCOME ASSESSMENT STRATEGIES:

1. Complete remaining required clinical competencies and terminal competencies.
2. Complete (5) clinical rotations, successfully.
3. Complete the clinical syllabus, room objectives and film critiques, successfully.

VI. COURSE CONTENT:

The student will demonstrate understanding of the following themes, issues, concepts, and develop the following skills:

THEMES, CONCEPTS, ISSUES

Technique Chart Formulation
Radiographer's Job Duties
Quality Improvement/Assurance

COMPETENCIES OR PROCESS SKILLS

1. Perform the duties of an entry level radiographer for a given clinical rotation (to include general, fluoroscopic, mobile, surgical and emergency procedures).

2. Develop a technique chart for an adult spine, pelvis, ribs and mobile chest, and pediatric chest, pelvis and abdomen.

3. Evaluate a Diagnostic Imaging Department's Quality Improvement/Assurance Program.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	OMT 111
Current course title:	General Medical Terminology
Proposed course title:	Introduction to Medical Terminology
Proposed transcript title:	Intro to Medical Terminology
Reason for title change:	More accurately reflects the emphasis of course content - distinguishes this 3 credit hour course from 4 credit hour MP 111 General Medical Terminology
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Joanne Harris
Contact e-mail:	jmharris@pcc.edu

Curriculum Course Request Form
New Course

Course number:	MTH 91
Course title:	Intermediate Algebra Part I
Transcript title:	Intermediate Algebra Part I
Lecture hours:	1
Lab hours:	
Lec/lab hours:	2
Load total:	
Weekly contact hours:	3
Total credits:	2
Reason for new course:	To change the experimental MTH 99A course into the real MTH 91 course (1st half of MTH 95).
Course description:	Functions are investigated graphically, numerically, symbolically and verbally in real world settings. The concept of a function is introduced, with emphasis on linear and rational functions. Technology is integrated into all aspects of the course, as appropriate. Students communicate results in oral and written form. Graphing calculator required TI-89 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements. Prerequisite: Successful completion of MTH 65 and placement into WR 115.
Prerequisite(s):	MTH 65 or MTH 70
Prereq/concurrent:	Placed into WR 115
Learning outcomes:	INTENDED OUTCOMES FOR THE COURSE: Creatively use mathematical and other problem solving strategies to formulate problems, to solve problems using multiple approaches, and to interpret results. Make mathematical connections by recognizing and creating linear and rational models of nontrivial real world situations. Demonstrate mastery of linear and rational functions. Meet the prerequisites for the study of college-level mathematics.
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Required

Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	Those programs where MTH 95 is the last mathematics course needed (i.e. MTH 91, 92 will do the same as MTH 95 in terms of finishing the program).
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

COURSE OUTCOME GUIDE

FACULTY SHALL "INSTRUCT STUDENTS, USING APPROVED COURSE OUTCOME GUIDES DEVELOPED BY COLLEGE-WIDE SUBJECT AREA FACULTY." (Article 5.32, 2000-2004 Agreement)

PREPARED BY: Matthew Funk

DATE: January 24, 2005

COURSE NUMBER: MTH 91

COURSE TITLE: Intermediate Algebra Part I

CREDIT HOURS: 2

LECTURE HOURS PER WEEK: 1

LECTURE/LAB HOURS PER WEEK: 2

LAB HOURS PER WEEK:

NUMBER OF WEEKS: 10

SPECIAL FEE:

COURSE DESCRIPTION FOR PUBLICATION:

Functions are investigated graphically, numerically, symbolically and verbally in real world settings. The concept of a function is introduced, with emphasis on linear and rational functions. Technology is integrated into all aspects of the course, as appropriate. Students communicate results in oral and written form.
Graphing calculator required – TI-89 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements.
Prerequisite: Successful completion of MTH 65 and placement into WR 115.

INTENDED OUTCOMES FOR THE COURSE:

- Creatively use mathematical and other problem solving strategies to formulate problems, to solve problems using multiple approaches, and to interpret results.
- Make mathematical connections by recognizing and creating linear and rational models of nontrivial real world situations.
- Demonstrate mastery of linear and rational functions.
- Meet the prerequisites for the study of college-level mathematics.

COURSE ACTIVITIES AND DESIGN:

All activities will follow the premise that formal definitions and procedures evolve from the investigation of practical problems. In-class time is primarily activity/discussion emphasizing problem solving techniques. Activities will include group work.

OUTCOME ASSESSMENT STRATEGIES: Assessment shall include:

1. At least two proctored closed book examinations.
2. Assignments that offer an opportunity to express mathematical concepts in writing. Assessment should be made on the basis of using correct mathematical syntax, appropriate use of the English language, and explanation of the mathematical concept.
3. At least two of the following additional measures:
   a. Take-home examinations.
   b. Graded homework.
   c. Quizzes.
   d. Group projects.
   e. In-class activities.
   f. Attendance.
   g. Portfolios.
   h. Individual projects.
   i. Individual student conference.

COURSE CONTENT (Themes, Concepts, Issues, Competencies, and Skills):

THEMES:

- Linear and rational functions
- Graphing
- Algebraic manipulation of absolute value equations and inequalities
- Algebraic manipulation of rational equations, including complex fractions
- Technology
- Problem solving
- Critical thinking
- Communication
- Group work
- Data analysis

SKILLS:

1.0 FUNCTIONS

The goal is to investigate functions represented graphically, symbolically, numerically and verbally in real world settings. Technology shall be integrated, as appropriate, in all aspects.

1.1 Given a function represented graphically:
- 1.1.1 Identify and interpret the domain and range of the function.
  - 1.1.1a Use interval notation to describe the domain and range of a function.
- 1.1.2 Identify and interpret the horizontal and vertical intercepts of a function.
- 1.1.3 Evaluate $f(a)$; solve $f(x) = a$, $f(x) = g(x)$, $f(x) > g(x)$, etc.

1.2 Graph functions represented symbolically, numerically, or verbally:
- 1.2.1 Select the independent and dependent variables.
- 1.2.2 State plausible domain and range values of the function.

2.0 LINEAR FUNCTIONS

The goal is to explore, analyze, and master linear functions.

2.1 Demonstrate the prerequisite skills of:
- 2.1.1 writing the equation of a line given two points or given a graph.
- 2.1.2 graphing linear functions using a variety of methods.

2.2 Solve applications in which students must find the equation of a linear function using $y = mx + b$ and $y - y_1 = m(x - x_1)$.

2.3 Solve linear systems of three equations in three unknowns, and applications.

2.4 Solve compound linear inequalities of one variable presented in symbolic form, representing solutions using number-line notation, set-builder notation, and interval notation.

2.5 Solve absolute value equations and inequalities, expressing solutions to the latter using number-line notation, set-builder notation, and interval notation.

3.0 RATIONAL EXPRESSIONS AND EQUATIONS (INCLUDING COMPLEX FRACTIONS)

The goal is to algebraically manipulate rational expressions and to solve rational equations.

3.1 Simplify, multiply, and divide rational expressions.

3.2 Add and subtract rational expressions.

3.3 Simplify complex fractions.

3.4 Solve rational equations.

3.5 Applications to formulas, and modeling problems involving work and motion.

4.0 TECHNOLOGY

The goal is to use technology to enhance understanding of concepts in this course.

- 4.1 Demonstrate the skills of
  - 4.1.1 entering equations in the y = menu
  - 4.1.2 setting domain, range, scale values, and using some zoom features
  - 4.1.3 incorporating the graphing functionalities of
    - 4.1.3a zero/root
    - 4.1.3b fmax, fmin
    - 4.1.3c value/eval
    - 4.1.3d intersect
  - 4.1.4 using the table feature
- 4.2 Use the abs feature of the calculator to
  - 4.2.1 find the absolute value of given real numbers
  - 4.2.2 graph absolute value functions

Curriculum Course Request Form
New Course

Course number:	MTH 92
Course title:	Intermediate Algebra Part II
Transcript title:	Intermediate Algebra Part II
Lecture hours:	1
Lab hours:	
Lec/lab hours:	2
Load total:	
Weekly contact hours:	3
Total credits:	2
Reason for new course:	To change the experimental MTH 99B course into the real MTH 92 course (2nd half of MTH 95).
Course description:	Functions are investigated graphically, numerically, symbolically and verbally in real world settings. Radical, quadratic, and exponential functions are explored. Technology is integrated into the course, as appropriate. Students communicate results in oral and written form. Graphing calculator required TI-89 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements. Prerequisite: Successful completion of MTH 91 and placement into WR 115.
Prerequisite(s):	MTH 91
Prereq/concurrent:	Placed into WR 115
Learning outcomes:	INTENDED OUTCOMES FOR THE COURSE: Creatively use mathematical and other problem solving strategies to formulate problems, to solve problems using multiple approaches, and to interpret results. Make mathematical connections by recognizing and creating radical, quadratic, and exponential models of nontrivial real world situations. Demonstrate mastery of radical and quadratic functions. Demonstrate familiarity with exponential functions. Meet the prerequisites for the study of college-level mathematics.
Course format:	On Campus
Are there similar courses existing:	NO

Required or elective:	Required
Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	Those programs where MTH 95 is the last mathematics course needed (i.e. MTH 91, 92 will do the same as MTH 95 in terms of finishing the program).
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Winter
Implementation year:	2006
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

COURSE OUTCOME GUIDE

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PREPARED BY: Matthew Funk

DATE: January 24, 2005

COURSE NUMBER: MTH 92

COURSE TITLE: Intermediate Algebra Part II

CREDIT HOURS: 2

LECTURE HOURS PER WEEK: 1

LECTURE/LAB HOURS PER WEEK: 2

LAB HOURS PER WEEK:

NUMBER OF WEEKS: 10

SPECIAL FEE:

COURSE DESCRIPTION FOR PUBLICATION:

Functions are investigated graphically, numerically, symbolically and verbally in real world settings. Radical, quadratic, and exponential functions are explored. Technology is integrated into the course, as appropriate. Students communicate results in oral and written form. Graphing calculator required – TI-89 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements.
Prerequisite: Successful completion of MTH 92 and placement into WR 115.

INTENDED OUTCOMES FOR THE COURSE:

- Creatively use mathematical and other problem solving strategies to formulate problems, to solve problems using multiple approaches, and to interpret results.
- Make mathematical connections by recognizing and creating radical, quadratic, and exponential models of nontrivial real world situations.
- Demonstrate mastery of radical and quadratic functions.
- Demonstrate familiarity with exponential functions.
- Meet the prerequisites for the study of college-level mathematics.

COURSE ACTIVITIES AND DESIGN:

All activities will follow the premise that formal definitions and procedures evolve from the investigation of practical problems. In-class time is primarily activity/discussion emphasizing problem solving techniques. Activities will include group work.

OUTCOME ASSESSMENT STRATEGIES: Assessment shall include:

1. At least two proctored closed book examinations.
2. Assignments that offer an opportunity to express mathematical concepts in writing. Assessment should be made on the basis of using correct mathematical syntax, appropriate use of the English language, and explanation of the mathematical concept.
3. At least two of the following additional measures:
    a. Take-home examinations.
    b. Graded homework.
    c. Quizzes.
    d. Group projects.
    e. In-class activities.
    f. Attendance.
    g. Portfolios.
    h. Individual projects.
    i. Individual student conference.

COURSE CONTENT (Themes, Concepts, Issues, Competencies, and Skills):

THEMES:

- Radical, quadratic, and exponential functions
- Graphing
- Algebraic manipulation of radical expressions and equations
- Algebraic manipulation of quadratic equations
- Algebraic manipulation of simple exponential equations
- Technology
- Problem solving
- Critical thinking
- Communication
- Group work
- Data analysis

1.0 RADICAL EXPRESSIONS AND EQUATIONS

The goal is to algebraically manipulate radical expressions and to solve radical equations.

1.1 Find *n*th roots.
1.2 Explore the properties of rational exponents including the product rule, quotient rule and power rule.
1.3 Use the product rule to multiply and simplify radicals.
1.4 Use the quotient rule to divide and simplify radicals.
1.5 Add and subtract radical expressions.
1.6 Rationalize denominators and numerators.
1.7 Solve radical equations.
1.8 Explore applications of radicals in geometric applications, such as the Pythagorean Theorem and the distance formula.

2.0 QUADRATIC FUNCTIONS

The goal is to explore, analyze, and master quadratic functions.

2.1 Demonstrate the prerequisite skills of:
  2.1.1 graphing (by hand) a quadratic function in standard form, $f(x) = ax^2 + bx + c$, by identifying the axis of symmetry, vertex, horizontal, and vertical intercepts.
  2.1.2 using the quadratic formula from memory.
  2.1.3 solving quadratic equations using graphs, square roots, and factoring.
2.2 Solve quadratic equations for complex solutions.
  2.2.1 Add, subtract, and multiply complex numbers.
  2.2.2 Conjugates and division of complex numbers and powers of *i*.
  2.2.3 Distinguish between exact and approximate solutions of quadratic equations.
2.3 Explore quadratic functions in vertex form, $f(x) = a(x - h)^2 + k$.
  2.3.1 Convert from standard form to vertex form by completing the square.
  2.3.2 Investigate *a*, *h*, and *k* in terms of transformations.
  2.3.3 Graph quadratic functions that are in vertex form.
2.4 Solve quadratic applications graphically and symbolically.
  2.4.1 Applications to minimum and maximum problems.
  2.4.2 Determine a reasonable domain and range.
  2.4.3 All variables in applications shall be appropriately defined with units.
  2.4.4 Interpret results and check for reasonableness.
  2.4.5 Identify and solve equations that are quadratic in form
  2.4.6 Given three non-collinear points, find the quadratic function passing through them algebraically,
2.5 Distinguish quadratic functions from other functions, given symbolically and graphically.

3.0 EXPONENTIAL FUNCTIONS

The goal is to explore and analyze exponential functions.

3.1 Investigate exponential functions of the form: $f(t) = ab^t$.
3.2 Preview the natural base *e*.
3.3 Graph exponential functions represented symbolically, numerically or verbally.
3.4 Generate tables for exponential functions represented graphically, verbally, or symbolically.
3.5 Distinguish exponential functions from other functions given symbolically and graphically.
3.6 Match an exponential function given in symbolic form to its graph.
3.7 Solve exponential equations algebraically, using the method of equating bases.
3.8 Find the exponential equation through two points.
3.9 Solve exponential applications graphically.
- 3.9.1 Determine a reasonable domain and range.
- 3.9.2 All variables in applications shall be appropriately defined with units.
- 3.9.3 Explain, in context, the following geometric properties of an exponential function represented graphically, symbolically, numerically and verbally: Vertical intercept, asymptote, increasing and decreasing.

3.10 Construct new functions from old functions.
- 3.10.1 Composition of functions
- 3.10.2 Inverse functions

4.0 TECHNOLOGY

The goal is to use technology to enhance understanding of concepts in this course.

4.1 Demonstrate the skills of
- 4.1.1 entering equations in the y = menu
- 4.1.2 setting domain, range, scale values, and using some zoom features
- 4.1.3 incorporating the graphing functionalities of
  - 4.1.3a zero/root
  - 4.1.3b fmax, fmin
  - 4.1.3c value/eval
  - 4.1.3d intersect
- 4.1.4 using the table feature

4.2 Calculate roots of numbers using rational exponents on the calculator.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	MTH 111A
Current course title:	College Algebra for Liberal Arts
Current prerequisites:	MTH 95
Proposed prerequisites:	MTH 92 or MTH 95
Current prerequisites/concurrent:	Placement into WR 115
Proposed prerequisites/concurrent:	Placement into WR 115
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	MTH 111B
Current course title:	College Algebra- Business, Management, Life & Social Science
Current prerequisites:	MTH 95
Proposed prerequisites:	MTH 92 or MTH 95
Current prerequisites/concurrent:	Placement into WR 115
Proposed prerequisites/concurrent:	Placement into WR 115
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	MTH 111C
Current course title:	College Algebra for Math, Science, & Engineering
Current prerequisites:	MTH 95
Proposed prerequisites:	MTH 92 or MTH 95
Current prerequisites/concurrent:	Placement into WR 115
Proposed prerequisites/concurrent:	Placement into WR 115
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	MTH 211
Current course title:	Foundations of Elementary Math I
Current prerequisites:	MTH 95 or higher
Proposed prerequisites:	MTH 92 or MTH 95, or higher
Current prerequisites/concurrent:	Placement into WR 121
Proposed prerequisites/concurrent:	Placement into WR 121
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Matthew Funk
Contact e-mail:	mfunk@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	BCT 100
Current course title:	Introduction to the Construction Industry
Proposed course title:	Overview of the Construction Industry
Proposed transcript title:	Overview of Construction
Reason for title change:	Too many students read the Course Title and think that this class would not be relevant to someone with years of experience working in construction. This is not true. We think the proposed title better reflects the intent of the course and will help stop the confusion.
Current description:	Course Description: Study of management functions in the construction industry. Planning and scheduling, project organization and communications, cost control, project and contract administration, and project close out. Basic construction industry operation knowledge, or instructor’s permission required.
Proposed description:	Study of management functions in the construction industry. Planning and scheduling, project organization and communications, cost control, project and contract administration, and project close out. The instructional approach is based on the general contractor's point of view, and the intent is to provide a good working knowledge of construction project management procedures.
Reason for description change:	We want to incorporate the addendum into the description. We, also, want to remove the stated prerequisite "Basic construction industry operation knowledge, or instructor’s permission required." and clean up the wording.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall

Implementation year: 2005

Contact name: Richard Edwards
Contact e-mail: redwards@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	BCT 102
Current course title:	Blueprint Reading for Building Construction
Proposed course title:	Residential Printreading
Proposed transcript title:	Residential Printreading
Reason for title change:	Since we only teach residential, and not commercial, printreading in the course, the new title more accurately reflects the course content.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Kirk Garrison
Contact e-mail:	Kgarriso@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	BCT 103
Current course title:	Construction Materials and Methods I
Proposed course title:	Residential Materials and Methods
Proposed transcript title:	Residential Materials/Methods
Reason for title change:	Since this course covers the materials and methods used in residential, and not commercial, construction, the new title more accurately reflects what is being taught in the course.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Kirk Garrison
Contact e-mail:	Kgarriso@pcc.edu

Curriculum Course Request Form
New Course

Course number:	BCT 116
Course title:	Alternative Building Design and Construction I
Transcript title:	Alt Building Design & Const I
Lecture hours:	
Lab hours:	
Lec/lab hours:	yes
Load total:	.324
Weekly contact hours:	6
Total credits:	3
Reason for new course:	This is one of three courses the BCT department is implementing to teach "green" principles. This and the other two courses, one of which has already been approved (BCT 206 Sustainable Construction Practice, are designed to cover sustainability issues and alternative building construction methods.
Course description:	This course introduces students to natural green building principles used in the design and construction of alternative buildings such as straw bale, cobb and rammed earth. Student teams will develop designs by constructing scaled models, and will then prepare and deliver presentations that defend and promote their designs.
Learning outcomes:	Practice the efficient use of natural and man-made resources in building construction. Solve building construction problems using mathematics and natural science. Design a structure using natural green building principles. Effectively communicate design and construction strategies.
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO

Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO

Implementation term:	Summer
Implementation year:	2005

Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@pcc.edu

Course Number: BCT 116

Course Title: Alternative Building Design and Construction I

Course Instructor: Spencer Hinkle

Credits: 3

Lecture/Lab hrs/week: 6

Number of weeks: 11

Course Description:
This course introduces students to natural green building principles used in the design and construction of alternative buildings such as straw bale, cobb and rammed earth. Student teams will develop designs by constructing scaled models, and will then prepare and deliver presentations that defend and promote their designs.

Intended Learning Outcomes:

- Practice the efficient use of natural and man-made resources in building construction.
- Solve building construction problems using mathematics and natural science.
- Design a structure using natural green building principles.
- Effectively communicate design and construction strategies.

Outcome Assessment Strategies:

- Based on the given use and location of a building, students will determine alternative building type, solar orientation, shape, and roof style.
- Student teams will construct a model of their design.
- Student teams will produce PowerPoint presentations showing why they chose their design and orientation, why the customer should choose their design, and how they used math and science to support their conclusions.

Themes, Issues & Concepts:

- Scaling
- Internet research
- Sustainable Design
- Sustainable Materials
- Sustainable Methods
- Estimating
- Quality
- Durability

- Flexibility
- Adaptability
- Quality Control
- Environmental Stewardship

Process Skills:

- Research
- Interviewing
- Persuasion
- Teamwork
- Evaluation
- Critique
- Questioning
- Presentation
- Organization
- Critical Thinking

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	BCT 120
Current course title:	Floor Framing
Current prerequisites:	BCT 106, BCT 102, BCT 104 or departmental approval
Proposed prerequisites:	BCT 106, or department approval
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Robert Steele
Contact e-mail:	rsteele@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	BCT 121
Current course title:	Wall Framing
Current prerequisites:	BCT 106, BCT 102, BCT 104 or departmental approval
Proposed prerequisites:	BCT 106, or department approval
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Robert Steele
Contact e-mail:	rsteele@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites, Learning Outcomes
Current course number:	BCT 123
Current course title:	Roof Framing 2
Current prerequisites:	BCT 122, BCT 104, BCT 106 or instructor approval
Proposed prerequisites:	BCT 122 or instructor approval
Current learning outcomes:	Learners will work safely, as prescribed by OSHA regulations, to carry out the tasks related to roof framing to industry standards. Learners will efficiently and accurately estimate roof framing materials, use the rafter square, rafter tables, rafter framing formulas and appropriate terminology. Learners will layout, cut and assemble shed roofs, gable roofs, hip roofs, gable end studs, barge rafters, fascia, ceiling joists, bird blocking, trusses, and roof sheathing.
Proposed learning outcomes:	Learners will work efficiently, accurately to meet industry standards. Learners will work safely following OSHA regulations, to carry out the tasks related to roof framing. Learners will estimate roof framing materials, using framing formulas and appropriate terminology. Learners will layout, cut and assemble gambrel roofs, dormer roofs, bay roofs, California blind valley roofs, Greek return eaves, closed soffits, skylight framing and related sheathing.
Is there an impact on other sacs:	no
Is there an impact on other dept or campus:	no
Implem_term:	spring
Implem_year:	2005
Contact name:	Robert Steele
Contact e-mail:	rsteele@pcc.edu

Curriculum Course Request Form
New Course

Course number:	BCT 129
Course title:	Mechanical Systems for Kitchens and Bath
Transcript title:	Mechanical Sys. Kitchen & Bath
Lecture hours:	yes
Lab hours:	
Lec/lab hours:	
Load total:	.204
Weekly contact hours:	3
Total credits:	3
Reason for new course:	This course is designed to augment curriculum offered in BCT 211 Remodeling and help students gain a basic understanding of the electrical, plumbing, mechanical and lighting systems used in kitchen and bath remodeling.
Course description:	Covers electrical, plumbing, HVAC systems used in residential kitchens and baths. Students will become familiar with the appliances, fixtures and equipment associated with each system. Code requirements and restrictions will be examined and applied to remodeling case studies. Students will design general and task lighting systems for kitchens and baths.
Learning outcomes:	Identify the components of existing kitchen and bath mechanical systems Design kitchen and bath lighting systems that supply satisfactory general and task lighting Design effective kitchen and bath ventilation systems Recognize and specify appliances, fixtures and equipment that fit customer needs Incorporate safe and code compliant mechanical systems into kitchen and bath designs
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO

Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Winter
Implementation year:	2006
Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@pcc.edu

Date: 01/24/05 Prepared by: Spencer Hinkle CKD

Course Number: BCT 129
Course Name: Mechanical Systems for Kitchens and Baths
Credits: 3 Cr.
Lecture Hr./Week: 3
Number of Weeks: 11

Course description for Publication:
Covers electrical, plumbing, HVAC systems used in residential kitchens and baths. Students will become familiar with the appliances, fixtures and equipment associated with each system. Code requirements and restrictions will be examined and applied to remodeling case studies. Students will design general and task lighting systems for kitchens and baths.

Intended Learning Outcomes:
- Identify the components of existing kitchen and bath mechanical systems
- Design kitchen and bath lighting systems that supply satisfactory general and task lighting
- Design effective kitchen and bath ventilation systems
- Recognize and specify appliances, fixtures and equipment that fit customer needs
- Incorporate safe and code compliant mechanical systems into kitchen and bath designs

Outcome Assessment Strategies:
- Students will develop an on-line web "favorites" folder including major lighting, appliance, plumbing fixture, equipment and hardware product catalogs.
- Students will demonstrate the ability to read appliances and fixture specifications
- Students will write a three page paper comparing a choice of the following - cooking fuels, electric cook-top elements, faucet materials and construction, lighting systems, heating systems, or cooling systems
- Students will design a general and task lighting systems for a kitchen or bath
- Students will complete two multiple choice, short answer mastery exams.

Themes, issues and concepts:
- Elements of the electrical system
- Planning for electrical needs
- Kitchen and bath lighting
- Kitchen and bath exhaust systems
- Engineering duct work for low sound and proper air movement
- Kitchen and bath plumbing systems
- Natural and bottled gas
- Heating systems
- Cooling
- Heat pumps
- Kitchen appliances
- Kitchen and bath plumbing fixtures
- Kitchen and bath equipment

Process Skills:

- Research, including internet resources
- Verbal communications
- Written communications
- Networking
- Critical thinking
- Teamwork

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Description, Requisites
Current course number:	BCT133
Current course title:	Materials and Methods II
Proposed course title:	Materials and Methods Commercial Construction
Proposed transcript title:	Materials for Commercial Cnstr
Reason for title change:	We want to change the title to better reflect the proposed course description.
Current description:	Continuation of Construction Materials and Methods I with emphasis on commercial construction techniques and methods including building systems and assemblies.
Proposed description:	Materials and Methods used in commercial construction. techniques and methods including building systems and assemblies.
Reason for description change:	This class was originally designed to be a continuation of Materials and Methods I. Materials and Methods I focuses on materials and methods used in residential construction. It is our opinion that the differences in materials and methods used between residential construction and commercial construction are so great that it is better to have each of these classes stand alone.
Current prerequisites:	BCT 103
Proposed prerequisites:	None
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Richard Edwards
Contact e-mail:	redwards@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Requisites
Current course number:	BCT 134
Current course title:	Construction Scheduling w/MS Project
Proposed course title:	Construction Scheduling
Proposed transcript title:	Construction Scheduling
Reason for title change:	We do not wish to be tied to one particular software package.
Current prerequisites:	BCT 104
Proposed prerequisites:	None
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	winter
Implementation year:	2006
Contact name:	Richard Edwards
Contact e-mail:	redwards@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	BCT 150
Current course title:	Mechanical and Electrical Facilities
Proposed course title:	Mechanical, Electrical and Plumbing
Proposed transcript title:	Mech, Elec and Plumb
Reason for title change:	The term 'Mechanical' often times is interpreted to mean all of the trades in CSI Division 15 (Heating, Ventilating and Cooling, Plumbing, Fire Protection) but, not everyone knows that. We felt that it is important to let people know that Plumbing is covered in this course.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	winter
Implementation year:	2006
Contact name:	Richard Edwards
Contact e-mail:	redwards@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	BCT 202
Current course title:	Business Principles for Construction
Current description:	To learn fundamental business principles and practices used in managing a construction company; learn how to establish objectives in marketing, operations and finance, and understand the relationship between those business activities; study planning and management methods for achieving objectives; learn the general legal requirements of a construction business in Oregon (employer requirements, accounting and record keeping practices and compliance with the Construction Contractors Board).
Proposed description:	To learn fundamental business principles and practices used in managing a construction company. Establish objectives in marketing, operations and finance, and understand the relationship between those business activities. Study planning and management methods for achieving objectives. Learn the general legal requirements of a construction business in Oregon including employer requirements, accounting and record keeping practices.
Reason for description change:	We need to remove references to the Construction Contractors Board since we are not an official training center for the CCB.
Current learning outcomes:	• To identify typical business issues and study methods for business decisions and problem solving • Understand the legal requirements and value of record keeping • Develop business management forms or checklists for monitoring activities • Understand how to delegate and assign roles and responsibilities • Achieve learning objectives on business principles required by the Oregon Construction Contractors Board.
Proposed learning outcomes:	• To identify typical business issues and study methods for business decisions and problem solving • Understand the legal requirements and value of record keeping • Develop business management forms or checklists for monitoring activities • Understand how to delegate and assign roles and responsibilities • Achieve learning objectives on business principles.
Reason for learning outcomes change:	We need to remove references to the Construction Contractors Board since we are not an official training center for the CCB.

Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Richard Edwards
Contact e-mail:	redwards@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title
Current course number:	BCT 203
Current course title:	Interior Finish
Current Prerequisite	BCT 106
Proposed Prerequisite	BCT 106 or instructor permission
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Kirk Garrison
Contact e-mail:	Kgarriso@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	BCT 211
Current course title:	Remodeling
Current description:	This class provides a collaborative learning framework in which students utilize skills learned from previous classes in Hand and Power Tool Safety and Use, Print reading and Basic Trades Builders Math to renovate a residential structure. Students will design, develop materials lists, estimate costs and time needed to complete the projects, apply for permits, construct and finish the project within the space and time limitations of the course. Students will work cooperatively on work crews in the classroom and in the workshop to practice different roles that maintain safety, efficiency and quality.
Proposed description:	Because of the variety of projects and number of specialty trades engaged in remodeling, this course will focus on business principles and construction strategies most commonly encountered by the remodeler. This course covers the business principles associated with running a successful remodeling company; the steps necessary in acquiring a building permit; communicating effectively with sub contractors and clients; hands-on remodeling projects involving framing, concrete, interior and exterior finish, and basic electrical, plumbing and mechanical ventilation. Prerequisites: BCT 102, BCT 104 and BCT 106 or instructor approval
Reason for description change:	To improve on, and bring course description up to date
Current learning outcomes:	1. Students will work together to create a comprehensive checklist to help them maintain a clean and safe work site, and to provide barriers and caution indicators to all workers, visitors and pedestrians in or near the site. 2. Students will complete a reference manual for obtaining building permits from their local building department. The manual will contain pertinent information such as when permits are necessary, proper procedures for obtaining permits, address, telephone number and contact person at the building department, the costs for obtaining a permit and the necessary inspections. 3. Students will design working drawings for a remodeling project, with a materials list, a time of completion estimate and a cost estimate. Students will examine each others drawings for

	accuracy of details and measurements and conformity to code requirements. 4. Students will maintain a journal on the uses of various tools they use for the first time in the class. The journal will include specific descriptions and primary uses of the tool and their own experience using the tool and any related accessories. Students will document tips and strategy for safe and efficient use of the tool.
Proposed learning outcomes:	Evaluate building systems, including structural and mechanical, and apply such knowledge to building design requirements. Develop effective demolition and construction strategies through site and design examination Assemble all necessary documentation, calculate the cost and obtain building permits Safely and effectively apply carpentry skills to remodeling tasks and projects Prepare contract documents, using industry standards for written and graphic communication. Accurately develop materials and labor costs for prospective remodeling projects Exhibit organizational and communication skills required to bring remodeling projects from initial concept to competition.
Reason for learning outcomes change:	To improve on, and bring outcomes up to date
Current prerequisites:	Prerequisite include BCT 102, BCT 104, and BCT 106.
Proposed prerequisites:	Prerequisites: BCT 102, BCT 104 and BCT 106 or instructor approval
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Requisites, Learning Outcomes
Current course number:	BCT 213
Current course title:	Advanced Blueprint Reading
Proposed course title:	Commercial Print Reading
Proposed transcript title:	Commercial Print Reading
Reason for title change:	The SACC is changing the focus of two similar classes, BCT 102 and BCT 213. BCT 102 will focus on residential construction and BCT 213 will focus on commercial construction. BCT 102 will remain a prerequisite for BCT 213.
Current description:	Covers typical residential and commercial plans and practices. Presents skills for reading residential/commercial blueprints and applying knowledge to construction property. Residential plans are reviewed for detail terminology and basic print reading before moving into commercial plans. Prerequisite BCT 102
Proposed description:	Covers typical commercial and civil construction plans and practices. Presents skills for reading blueprints and applying that knowledge to commercial construction projects. Prerequisite: BCT 102 or industry experience in blueprint reading suggested
Reason for description change:	Since BCT 102 is a prerequisite for BCT 213 the residential concepts are already covered. This creates unnecessary redundancy in this class.
Current learning outcomes:	To perform commercial building and civil construction tasks, including project planning, materials identification and assembly by reading and interpreting architectural prints. To assess plans and specifications for adequate and or accurate information. To communicate information found in those documents.
Proposed learning outcomes:	Perform commercial building and civil construction tasks, including project planning, materials identification and assembly by reading and interpreting architectural prints. Assess plans and specifications for adequate and/or accurate information. Effectively Communicate information found in commercial prints documents using verbal, written sketching

Reason for learning outcomes change:	Needed additions determined by the SACC
Current prerequisites:	BCT 102 or instructor approval.
Proposed prerequisites:	BCT 102 or industry experience in blueprint reading suggested
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Requisites, Learning Outcomes
Current course number:	BCT 218
Current course title:	Woodworking Projects
Current description:	Designed for independent work on cabinet projects. Required to present shop drawings for instructor approval before beginning. Students must supply their own materials. Prerequisite: BCT 216 or 217 or 219; or instructor permission
Proposed description:	Designed for independent work on cabinet projects. Required to present shop drawings for instructor approval before beginning. Students must supply their own materials. Instructor will evaluate student knowledge of hand and power tool safety at first class meeting to determine whether skill level is appropriate for independent work.
Reason for description change:	This is an enrichment class, not part of the BCT certificate requirements. Due to the limited offering of prerequisites many students wanting to take the class are unable to. Also, many of the students enter the class at a skill level above the prerequisite level. Because the instructor is constantly having to override the prerequisites, a test has been developed to help determine student skill level. This test is currently administered to all new students so that the instructor can recommend they stay or take one of the prerequisite classes.
Current learning outcomes:	To design or select a woodworking project appropriate for their own ability. To practice appropriate safe shop and tool safety while working collaboratively with other students To accurately and efficiently machine, assemble and finish woodworking projects
Proposed learning outcomes:	To design and/or select woodworking projects appropriate to skill level. To practice appropriate shop and tool safety while working collaboratively with others To accurately and efficiently machine, assemble and finish woodworking projects

Reason for learning outcomes change:	Better wording
Current prerequisites:	BCT 216 or 217 or 219; or instructor permission
Proposed prerequisites:	None
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@Pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	BCT 220
Current course title:	Professional Cabinetmaking II
Current description:	Expands on the materials, hardware, outsourcing alternatives, equipment and techniques necessary to produce industry standard cabinetry covered in BCT 219. Learn and demonstrate the safe use of both portable and stationary power equipment. Includes cabinet construction using the 32 mm system, fundamentals of kitchen design, kitchen planning, universal design, and drafting techniques specific to the cabinet industry. Covers the construction of stile and rail doors.
Proposed description:	Expands on the data management, materials, hardware, outsourcing alternatives, equipment and techniques necessary to produce industry standard cabinetry covered in BCT 219. Includes cabinet construction using the 32 mm system, and stile & rail door making. Cabinet installation methods for kitchens and baths are covered including room preparation, cabinet layout, cabinet storage, cabinet and countertop installation, appliance installation, and moldings. Kitchen and bath design skills will be developed by hand drafting assigned case studies. Prerequisite: BCT 219
Reason for description change:	Just sharpening the focus of the class. More time will be spent on cabinet installation and customer communications.
Current learning outcomes:	To design and construct industry standard cabinets by formulating and interpreting cabinet shop drawings. To design machine and build cabinets using the 32 mm system. To build cabinet systems adhering to the National Kitchen & Bath Association design rules. To safely and appropriately use stationary and portable power tools and hand tools for cabinet machining, assembly and finishing. To draft quality shop and working drawings. To install cabinetry to industry standards.
Proposed learning outcomes:	Design and construct industry standard cabinets Safely and appropriately use stationary and portable power tools and hand tools for cabinet machining, assembly and finishing. Draw accurate, shop and working drawings using industry accepted presentation standards. Install cabinetry, countertops, molding and appliances to industry standards Practice effective verbal, written and illustrative communication

	skills with designers, architects , cabinetmakers and clients
Reason for learning outcomes change:	Sharpening focus Removing "To" from the beginning of each outcome, Adding communication skills as an outcome
Current prerequisites:	BCT 219
Propose prereqs:	None
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2006
Contact name:	Spencer Hinkle
Contact e-mail:	shinkle@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	BCT 225
Current course title:	Construction Project Management
Current description:	Course Description: Study of management functions in the construction industry. Planning and scheduling, project organization and communications, cost control, project and contract administration, and project close out. Basic construction industry operation knowledge, or instructor’s permission required.
Proposed description:	Study of management functions in the construction industry. Planning and scheduling, project organization and communications, cost control, project and contract administration, and project close out. The instructional approach is based on the general contractor's point of view, and the intent is to provide a good working knowledge of construction project management procedures.
Reason for description change:	We want to incorporate the addendum into the description. We, also, want to remove the stated prerequisite "Basic construction industry operation knowledge, or instructor’s permission required." and clean up the wording.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Richard Edwards
Contact e-mail:	redwards@pcc.edu

Curriculum Course Request Form
New Course

COURSE NUMBER:	BCT 244
COURSE TITLE:	Kitchen and Bath Cabinet Installation
TRANSCRIPT TITLE:	Kitch and Bath Cab. Install
LECTURE HOURS:	
LAB HOURS:	
LEC/LAB HOURS:	yes
LOAD TOTAL:	.216
WEEKLY CONTACT HOURS:	4
TOTAL CREDITS:	2
REASON FOR NEW COURSE:	This course is designed to teach basic concepts in cabinet installation which the BCT department has not been able to integrate into other classes. Cabinet installation is a high paying skill sub-set of the remodeler and/or cabinetmaker.
COURSE DESCRIPTION:	Students will learn professional installation methods of kitchen and bath cabinetry. Room preparation, cabinet layout, cabinet storage, cabinet and countertop installation, appliance installation, moldings will be covered. Customer relations and job site management techniques will be explored.
LEARNING OUTCOMES:	Prepare a kitchen or bath jobsite for cabinet installation by assessing working drawings, cabinets and site conditions Effectively layout and install kitchen and/or bath cabinets Effectively layout and install countertops and appliances Maintain client confidence through the use of effective communication and job management skills
COURSE FORMAT:	On Campus
ARE THERE SIMILAR COURSES EXISITING:	NO
REQUIRED OR ELECTIVE:	Elective
IS THERE IMPACT ON DEGREES OR CERTIFICIATES:	NO
IS THERE AN IMPACT ON ANOTHER DEPT OR CAMPUS?:	NO

HAVE OTHER SACS BEEN CONTACTED?:	NO
IS THERE AN INCREASE IN COSTS FOR LIBRARY OR AV DEPT?:	NO
IMPLEMENTATION TERM:	Spring
IMPLEMENTATION YEAR:	2006
CONTACT NAME:	Spencer Hinkle
CONTACT E-MAIL:	shinkle@pcc.edu

Date: 11/22/04 Prepared by: Spencer Hinkle

Course Number: BCT 244
Course Name: Kitchen and Bath Cabinet Installation
Credits: 2 Cr.
Lecture Hr./Week: 4
Number of Weeks: 11

Course description for Publication:
Students will learn professional installation methods of kitchen and bath cabinetry. Room preparation, cabinet layout, cabinet storage, cabinet and countertop installation, appliance installation, moldings will be covered. Customer relations and job site management techniques will be explored.

Intended Learning Outcomes:
Prepare a kitchen or bath jobsite for cabinet installation by assessing working drawings, cabinets and site conditions
Effectively layout and install kitchen and/or bath cabinets
Effectively layout and install countertops and appliances
Maintain client confidence through the use of effective communication and job management skills

Outcome Assessment Strategies:
- Students will develop and organize a three ring binder "Reference Manual" complete with tool lists, materials lists, forms, and installation procedures
- Students will map a kitchen or bath jobsite and install cabinets complete
- Students will complete two multiple choice, short answer and true and false mastery exams that covers the course themes, issues and concepts

Themes, issues and concepts:
- Standard cabinet nomenclature
- Cabinet installation tools and equipment
- Face frame and frameless cabinets
- Using and installing cabinet fillers and trim
- Communicating with the customer before, during and upon completion of the installation
- Communicating with subcontractors before, during and upon completion of the installation
- Unloading, inspection and storage of cabinetry, appliances, fixtures and other kitchen and bath equipment
- Measuring and verifying jobsite conditions
- Appliance and equipment documentation
- Cabinet mapping at the jobsite
- Cabinet fastening systems
- Countertop installation
- Jobsite management

Process Skills:

- Reading scaled working drawings for installation information
- Measuring and marking with metric and imperial tape measure
- Reconciling unit dimensions with total dimensions
- Using cabinet installation tools
- Sketching to reveal patterns and meanings through visualization.
- Documenting to facilitate jobsite management
- Working collaboratively with installation team members
- Interpreting manufactures documentation and instructions
- Critical thinking

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	BA 242
Current course title:	Introduction to Investments
Current description:	No change - just adding a recommended course
Proposed description:	No change - just add the following: Recommended: MTH 20
Reason for description change:	Students need to be aware that they need to know math before taking BA 242.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Diana Ellis
Contact e-mail:	dellis@pcc.edu

Curriculum Course Request Form
New Course

Course number:	CAS 231
Course title:	Publisher
Transcript title:	CAS 230 Publisher
Lecture hours:	1
Lab hours:	
Lec/lab hours:	4
Load total:	
Weekly contact hours:	5
Total credits:	3
Reason for new course:	Current desktop publishing software company (Adobe) will not be updating currently used program (PageMaker), which is also cost prohibitive for students. Also, Publisher is a component of MS Office and would be more readily available and affordable for students.
Course description:	Students will use a desktop publishing software program to design and create effective publications that combine text, graphics, illustrations, and/or photographs such as announcements, fliers, advertisements, and reports. Create, import, and manipulate text, graphics, and/or templates through program tools and features. RECOMMENDED: Placement into RD 115 or WR 115; prior knowledge and use of Windows technology and CAS 216 or instructor approval This course is presented in a hands-on lecture-lab format. Other methods such as instructional work sheets, videotapes, demonstrations, or one-on-one instruction may be used. Out-of-class preparation may be required.
Prerequisite(s):	None
Learning outcomes:	Students will be able to: • Utilize and manage features of the desktop publishing program to produce publications efficiently and effectively. • Use critical thinking skills to independently produce publications.
Course format:	On Campus

Course format:	Online
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Art Schneider
Contact e-mail:	aschneid@pcc.edu

Course Outcome Guide

Date: January 2005

Prepared by: Kelly Peden, Barb Kaufman

Course Number: CAS 231

Course Title: Publisher

Credit Hours: 3

Lecture Hours Per Week: 1

Lecture/Lab Hours Per Week: 4

Number of Weeks: 12

Course Description for Publication:
Students will use a desktop publishing software program to design and create effective publications that combine text, graphics, illustrations, and/or photographs such as announcements, fliers, advertisements, and reports. Create, import, and manipulate text, graphics, and/or templates through program tools and features. RECOMMENDED: Placement into RD 115 or WR 115; prior knowledge and use of Windows technology and CAS 216 or instructor approval

This course is presented in a hands-on lecture-lab format. Other methods such as instructional work sheets, videotapes, demonstrations, or one-on-one instruction may be used. Out-of-class preparation may be required.

Special Fee: Computer Lab Fee, $8

Intended Outcome(s) for the Course:

Students will be able to:

- Utilize and manage features of the desktop publishing program to produce publications efficiently and effectively.
- Use critical thinking skills to independently produce publications.

Outcome Assessment Strategies:

A letter grade will be issued for this course. Assessment tasks may include:

- Production tests
- Objective tests
- Projects with original work

Themes, Concepts, Issues

- Desktop publishing terminology and basic design principles
- Creating, editing, and using templates to produce publications
- Creating, importing, and manipulating graphics
- Creating and manipulating text
- Formatting paragraphs, tables, and lists
- Enhancing documents through special effects
- Using color effectively
- Importing and manipulating text and graphics from other sources
- Linking Publisher publications with other software applications

May also include:

- Effective design and layout rules used in publication industry
- Create Web pages from a Publisher publication
- Create, edit, and print long publications including supporting pages

Competencies, Skills

- Learn basics of desktop publishing software.
- Use and edit templates to create publications.
- Import graphics.
- Move, size, and crop graphics appropriately.
- Create and import text.
- Apply attributes of size and style to text to enhance documents.
- Use automatic features of software efficiently.
- Use color appropriately and effectively.
- Demonstrate proper file management techniques.
- Demonstrate safe handling and use of hardware and software.
- Link Publisher publications with other software applications.

May also include:

- Create Web pages from a Publisher publication.
- Create supporting pages for multi-page publications, such as index or table of contents.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Requisites
Current course number:	CAS 123
Current course title:	Production Keyboarding
Current description:	Rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Increased speed and accuracy of keyboarding skills. English communication skills necessary. Recommended: Qualify for RD 115 or WR 115; CAS 216; OS 120, keying 45 wpm by touch; or instructor permission.
Proposed description:	Rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Increased speed and accuracy of keyboarding skills. English communication skills necessary. Prerequisite: CAS 216. Recommended: Qualify for RD 115 or WR 115, OS 120 (Business Editing Skills), keying 45 wpm by touch. Additional lab hours may be required, consult instructor.
Reason for description change:	The SAC recognized that students need to possess knowledge of MS Word in order to succeed in the class. The "recommended" requirement was not working.
Current prerequisites:	None
Proposed prerequisites:	CAS 216
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Art Schneider
Contact e-mail:	aschneid@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Learning Outcomes
Current course number:	CAS 133
Current course title:	Basic Computer Skills - MS Office
Current description:	This is a hands-on computer literacy course for beginners. Includes mouse and windows basics and file management. Use word processing, spreadsheet, and database software. Introduction to email and Internet basics. Recommended: Qualify to enter RD115 or WR115. Keyboarding by touch is recommended. Additional lab hours may be required.
Proposed description:	This is a hands-on computer literacy course for beginners. Includes mouse and Windows basics and file management. Use MS Word, Excel, Access, PowerPoint, email, and Internet basics. An overview of the MyPCC Portal website is also included. Qualify to enter RD115 or WR115. Keyboarding by touch is highly recommended. Additional lab hours required.
Reason for description change:	To include the new content we added with the credit change.
Current learning outcomes:	Use specialized vocabulary associated with computers and software Use software applications to create basic business documents Use basic file management to organize files Use and Understand Basic Internet and Email Tools
Proposed learning outcomes:	Use specialized vocabulary associated with computers and software Use MS Office applications to create basic business documents Use basic file management to organize files Use and Understand Basic Internet and Communications Tools Select and use appropriate software for a specific task
Reason for learning outcomes change:	To include the new content we added with the credit change.

Will this impact other sacs?:	yes
How other sacs may be impacted:	I have contacted other SAC Chairs about the changes.
Will this impact other depts/campuses?:	yes
How other depts/campuses will be impacted:	I have contacted other SAC Chairs about the changes.
Implementation term:	fall
Implementation year:	2005
Contact name:	Art Schneider
Contact e-mail:	aschneid@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Current course number:	CAS 133	
Current course title:	Basic Computer Skills - MS Office	
	Current	Proposed
Lecture	1	3
Lab		
Lec/Lab	4	2
Load		
Contact	5	5
Credits:	3	4

Reason for change:

1. Added an overview of the "MyPCC Portal". This will improve student's skills in using and understanding e-mail and introduce the other features of MyPCC. This will be a great overview for students when instructors use MyPCC for their course work.
2. Added hands-on training for MS PowerPoint. This additional content will improve the student's understanding and use of PowerPoint. We have been asked by other programs to include this application.
3. Changed Access (database application) to a hands-on component. This change will result in greater understanding of the content and will lead to a basic understanding and use of the application.

Are outcomes affected?:	YES
Are degrees/certs affected?:	YES
Impact on Departments campuses:	YES
	I have contacted other SAC's and received no concerns.
Is there potential conflict with another sac?:	YES
Impact on sacs:	I have contacted other SAC's and received no concerns.
Implem. Term:	Fall 2005
Contact name:	Art Schneider
Contact email:	aschneid@pcc.edu

Date: December 8, 2004
Prepared by: Linda Bruss, Pat Lewis, Verna Reardon, Art Schneider, Russ Erdman
Course Number: **CAS 133**
Course Title: **Basic Computer Skills/MS Office**
Credit Hours: 4
Lecture Hours per Week: 3
Lecture/Lab Hours per Week: 2
Number of Weeks: 12

Course Description for Publication:

This is a hands-on computer literacy course for beginners. Includes mouse and Windows basics and file management. Use MS Word, Excel, Access, PowerPoint, email, and Internet basics. **An overview of the MyPCC Portal website is also included.** Qualify to enter RD115 or WR115. Keyboarding by touch is highly recommended. Additional lab hours required.

Intended Outcome(s) for the Course:

- Use specialized vocabulary associated with computers and software
- Use MS Office applications to create basic business documents
- Use basic file management to organize files
- Use and Understand Basic Internet and Communications Tools
- Select and use appropriate software for a specific task

Outcome Assessment Strategies:

A letter grade will be issued for this course. Assessment tasks will include:

- Performance tests
- Objective tests

May include:

- Projects
- Porfolio
- Additional assignments
- Skill assessment software
- Presentations

Themes, Concepts, Issues

Terminology and Vocabulary

- Parts of computer system
- Software: Applications and Operating system

Windows Concepts

- Windows navigation
- Multi-task applications
- File-management (reinforce and emphasize throughout the length of the course)

Basic Word Processing Concepts
Basic Spreadsheet Concepts
Basic Presentation Concepts
Basic Internet Skills
- Browsers
- Searching
- Ethics

Basic Communication Skills
- Email
- Attachments
- **Overview of MyPCC Portal**
- Netiquette

Basic Database Concepts

Competencies, Skills

Identify components of a computer system
Identify types of software applications and operating systems
Windows skills, including:
Use the mouse to:
- navigate Windows and applications
- open, close and work between applications
- access "short-cut menus" using right-mouse button

Develop skill in basic file management throughout the course including:
- moving/copying/renaming/deleting files
- creating/renaming/deleting folders

Use Windows Accessories
- Notepad and/or Wordpad
- Paint

Use Control Panel to modify desktop properties
Word Processing Skills
- Create and edit one page Word documents
- Copy/Move/Paste text
- Create and edit a multi-page Word document
- Format and enhance Word documents
- Insert Clipart

Internet Skills
- Identify and use Internet browser features
- Use Search tools
- Understand Internet Ethics

Communication Skills

- Send and receive email
- Send and open email attachments
- **Introduce basic MyPCC Portal website including basic navigation, email, calendar and course tools**
- Identify proper netiquette rules

Spreadsheet Skills

- Create and edit basic Excel spreadsheets
- Format and enhance spreadsheets
- Use Auto Sum and create basic formulas
- Create basic charts using Chart Wizard

Database Skills

- Create and Edit a database
- Format and enhance a database
- Create Queries
- Sort and filter a database
- Create and print Reports

Presentation Skills

- Create and edit basic PowerPoint presentations
- Use template, color schemes, animation, slide transition
- Insert images including digital pictures

CAS 133 CCOG Update

Rationale for Changing from 3 credits to 4 credits

1. Added an overview of the "MyPCC Portal". This will improve student's skills in using and understanding e-mail and introduce the other features of MyPCC. This will be a great overview for students when instructors use MyPCC for their course work.

2. Added hands-on training for MS PowerPoint. This additional content will improve the student's understanding and use of PowerPoint. We have been asked by other programs to include this application.

3. Changed Access (database application) to a hands-on component. This change will result in greater understanding of the content and will lead to a basic understanding and use of the application.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	DH 208
Current course title:	Community Oral Health I
Current description:	Provides knowledge and skills necessary to function as an oral health educator for groups of varied populations.
Proposed description:	Introduction to national and local public health issues and initiatives for delivering care to varied populations.
Reason for description change:	Gaining 1 credit hour from course inactivation (DH 212) General public health course content will be removed from DH 250 and placed here, the first course in a three course series.
Current learning outcomes:	Discuss dental health education and promotion Use the dental hygiene process of care in lesson planning Identify target populations and discuss barriers to care Explore oral health program planning
Proposed learning outcomes:	Associate historical development of dental hygiene to the mission of oral public health Discuss the federal, state and local structure of oral public health Identify barriers to accessing oral health care Explore legislative initiatives and movements that address and improve access to care issues Identify various payment methods, insurance plans and government role in funding oral health care
Reason for learning outcomes change:	Proposed course description and credit hour changes. The student will have a better introduction to Community Oral Health to prepare them for Community Oral Health II and III.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Contact name:	Cara Kao-Young
Contact e-mail:	ckaoyoun@pcc.edu

Curriculum Course Revision Form
Contact/Credit Hour Change

Current course number:	DH 208	
Current course title:	Community Oral Health I	
	Current	Proposed
Lecture hours:	1	2
lab hours:		
lec/lab hours:		
load:	.068	.136
Total contact hours:	1	2
credits:	1	2
Reason for change:	Adding course content from DH 250 – Public Health	
Are outcomes affected?:	YES	
Are degrees/certs affected?:	No	
Impact on departments campuses:	NO	
Is there potential conflict with another sac?:	NO	
Implem. Term:	Winter	
Implem. Year:	2006	
Contact name:	Cara Kao-Young	
Contact email:	ckaoyoun@pcc.edu	

COURSE NUMBER: DH 208
COURSE TITLE: Community Oral Health I
CREDIT HOURS: 2
LECTURE HOURS PER WEEK: 2
LAB HOURS PER WEEK: 0
NUMBER OF WEEKS: 11
SPECIAL FEE:

COURSE DESCRIPTION FOR PUBLICATION: Introduction to national and local oral public health issues and initiatives for delivering care to varied populations.

INTENDED OUTCOMES FOR THE COURSE:
- Associate historical development of dental hygiene to the mission of oral public health.
- Discuss the federal, state and local structure of oral public health.
- Identify target populations and discuss barriers to care.
- Explore legislative initiatives and movements that address and improve access to care issues.
- Identify various payment methods, insurance plans and government role in funding oral health care.

OUTCOME ASSESSMENT STRATEGIES:
1. Quiz
2. Midterm
3. Participate in a simulated town hall discussion of water fluoridation
4. Comprehensive final exam

THEMES, CONCEPTS AND ISSUES:

Historical public health concerns and efforts
The "Public Health Model"
Fluoridation
Access to oral health care, barriers, risk factors and financing.

SKILLS AND COMPETENCIES:

1. Discuss the history of public health and dental public health with special emphasis on the Surgeon General's Report on Oral Health in America.

2. Explore Healthy People 2010 and relate the goals on a national, state, and local level.

3. Recognize various roles of the dental hygienist, including the public health dental hygienist.

4. Explore water fluoridation as one of the top ten public health measures in the U.S.

5. Describe a typical water fluoridation program and compare the benefits with other forms of fluoridation.

6. Identify and list the steps of the public health model.

7. Discuss the problem of access to care in the United States and compare this to the health care system of other countries.

8. Describe current health financing options and discuss proposals for future health and dental care plans.

9. Identify high risk populations with dental needs and discuss the barriers to the delivery of oral health care.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Learning Outcomes
Current course number:	DH 250
Current course title:	Public Health
Proposed course title:	Research Methods
Reason for title change:	The course content relating to Public Health is shifting to Community Oral Health I (DH 208), the first of a three course series. This leaves the content relating to research methods only.
Current description:	Introduces public health criteria, epidemiological studies, and basic statistics in preparation for community dental health work.
Proposed description:	Introduction to epidemiological studies and basic statistics in preparation to critically evaluate evidence-based research of oral health.
Reason for description change:	Course content will eliminate general public health and focus on research only.
Current learning outcomes:	Identify public health efforts concerning oral health including research, education, funding, and provision of care. Use statistical concepts to interpret epidemiological research. Discuss current public health issues relating to the field of dental hygiene.
Proposed learning outcomes:	Relate the importance of epidemiology to oral health care issues. Differentiate between peer-reviewed and non-peer-reviewed literature. Use statistical concepts to interpret epidemiological research. Analyze and determine validity of current research related to oral health issues.
Reason for learning outcomes change:	Proposed title, description, credit hour, and learning outcomes change.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	winter
Contact name:	Cara Kao-Young
Contact e-mail:	ckaoyoun@pcc.edu

Curriculum Course Revision Form
Contact/Credit Hour Change

Current course number:	DH 250	
Current course title:	Public Health	
	Current	Proposed
Lecture hours:	2	1
lab hours:		
lec/lab hours:		
load:	.136	.068
Total contact hours:	2	1
credits:	2	1
Reason for change:	Moving part of the course content to DH 208	
Are outcomes affected?:	YES	
Are degrees/certs affected?:	No	
Impact on departments campuses:	NO	
Is there potential conflict with another sac?:	NO	
Implem. Term:	Winter	
Implem. Year:	2006	
Contact name:	Cara Kao-Young	
Contact email:	ckaoyoun@pcc.edu	

COURSE NUMBER: DH 250
COURSE TITLE: Research Methods
CREDIT HOURS: 1
LECTURE HOURS PER WEEK: 1
LAB HOURS PER WEEK: 0
NUMBER OF WEEKS: 10
SPECIAL FEE:

COURSE DESCRIPTION FOR PUBLICATION: Introduction to epidemiologic studies and basic statistics in preparation to critically evaluate evidence-based research of oral health.

INTENDED OUTCOMES FOR THE COURSE:

1. Differentiate between peer-reviewed and non-peer-reviewed literature.
2. Use statistical concepts to interpret epidemiologic research.
3. Analyze and determine validity of current research related to oral health issues.

OUTCOME ASSESSMENT STRATEGIES:

1. Quizzes
2. Midterm Exam
3. Demonstrate the use of a dental index to identify the prevalence of a dental health need.
4. Evaluate a research article, identify the validity and provide a written report.
5. Comprehensive final examination

THEMES, CONCEPTS AND ISSUES:

Epidemiology for oral health
Current research
Statistical analysis of research data
Explore dental indices and identify effectiveness of each

SKILLS AND COMPETENCIES:

1. Explain how epidemiological studies and research, especially as it relates to oral disease in a population, affects society and the dental profession.

2. Describe a variety of methods of surveying and calculating the caries and periodontal disease status for various populations.

3. Define statistical terminology and discuss how it applies to research.

4. Discuss the importance of evidence-based research and implementation for the future of the dental hygiene profession.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	DH 252
Current course title:	Community Oral Health II
Current description:	Students become familiar with, and involved in current community projects which provide dental services, research, and education
Proposed description:	Students utilize public health program planning models to develop and participate with community oral health programs for various populations
Reason for description change:	The focus of course two in the three course series is developing and participating in service-learning projects
Current learning outcomes:	Recognize the various dental projects, clinics, research efforts and other facilities in the local area and provide treatment in a public health setting Design and implement an oral health program for a community population
Proposed learning outcomes:	Recognize various dental projects, clinics, research efforts and other facilities in the local area and provide treatment in a public health setting Design and implement an oral health program using a public health model Explore various communication styles with various populations, with an emphasis on cultural competence Discuss dental health education and promotion
Reason for learning outcomes change:	Gaining 1 credit from Public Health (DH 250) This is the perfect place to insert a dedicated unit on cultural competence
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	winter
Contact name:	Cara Kao-Young
Contact e-mail:	ckaoyoun@pcc.edu

Curriculum Course Revision Form
Contact/Credit Hour Change

Current course number:	DH 252	
Current course title:	Community Oral Health	
	Current	Proposed
Lecture hours:	1	2
lab hours:		
lec/lab hours:		
load:	.068	.136
Total contact hours:	1	2
credits:	1	2
Reason for change:	Adding course content related to cultural competency	
Are outcomes affected?:	YES	
Are degrees/certs affected?:	No	
Impact on departments campuses:	NO	
Is there potential conflict with another sac?:	NO	
Implem. Term:	Winter	
Implem. Year:	2006	
Contact name:	Cara Kao-Young	
Contact email:	ckaoyoun@pcc.edu	

COURSE NUMBER: DH 252
COURSE TITLE: Community Oral Health II
CREDIT HOURS: 2
LECTURE HOURS PER WEEK: 2
LAB HOURS PER WEEK: 0
NUMBER OF WEEKS: 10
SPECIAL FEE:

COURSE DESCRIPTION FOR PUBLICATION: Students utilize public health program planning models to develop and participate with community oral health programs for various populations.

ADDENDUM TO DESCRIPTION: Prerequisite: Completion of DH 208 with a grade of C or better.

INTENDED OUTCOMES FOR THE COURSE:

1. Recognize the various dental projects, clinics, research efforts and other facilities in the local area and provide treatment in a public health setting.
2. Design and implement an oral health program for a community population.
3. Explore communication styles with various populations, with an emphasis on cultural competence.

OUTCOME ASSESSMENT STRATEGIES:

- Evaluation of student rotations
- Quizzes
- Written progress report on the program developed by the student for a community population including surveys, population profile, goals and objectives, communication log, and mentor evaluations
- Comprehensive final examination

THEMES, CONCEPTS, ISSUES
Local agencies providing dental services, education or research.
Assessing dental needs and building rapport with a community population.
Conduct and analyze a survey for student-run project.
Dental health education and promotion in the community.

SKILL COMPETENCIES:

1. Provide dental hygiene services in a public health setting.
2. Identify a target population that demonstrates a need for oral health intervention.
3. Conduct a minimal analysis of data produced by a survey of the target group.
4. Design and implement a dental health program to address the health need.
5. Select and create materials to teach dental health concepts.
6. Effectively communicate with a liaison for the target population with whom the student will develop their dental health program (student run project.)
7. Continue discussion, exploration of public health initiatives.
8. Explore basic Spanish dental terminology.
9. Discuss communication styles and health beliefs of various populations and relate them to the delivery of oral health.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

CHANGE: Course Title, Course Description, Learning Outcomes

CURRENT COURSE NUMBER:ALC 56

CURRENT COURSE TITLE: Basic Study Skills Lab
PROPOSED COURSE TITLE: Tutoring Lab
PROPOSED TRANSCRIPT TITLE: Tutoring Lab

REASON FOR TITLE CHANGE:
This course is a lab for students wanting to improve reading, writing, and/or math skills in a self-paced format. It isn't a class on study skills, although effective study skills will be encouraged.

CURRENT DESCRIPTION: None.

PROPOSED DESCRIPTION:
Self-paced individualized reading, writing, and/or math instruction in lab setting. Content varies depending upon interest and diagnosed needs. May include computer-assisted or small group instruction; tutoring; textbook/workbook assignments; or audio/video.

REASON FOR DESCRIPTION CHANGE: Course description has never been listed.

CURRENT LEARNING OUTCOMES: None.

PROPOSED LEARNING OUTCOMES:
Intended Outcomes for the Course:

- Demonstrate college preparatory grammar and punctuation skills needed for transfer-level writing courses.
- Demonstrate spelling, vocabulary, and study skills needed to transfer to college-level English courses.
- Demonstrate appropriate reading skills for analysis and comprehension of a variety of written texts.
- Demonstrate appropriate mathematical skills for entry into higher- level math courses.
- Exhibit successful college student behavior.

Outcomes Assessment Strategies:

- Quizzes
- Written papers
- Reading summary paragraphs
- Teacher observations
- Self evaluation
- Mid-term and final exams
- Portfolios with log entries
- Final written paper

- Final oral book review

Course Content Outcomes (Themes, Concepts, and Issues)

- Reading and comprehension
- Structural analysis of different paragraph forms
- Writing process
- Vocabulary: context clues, dictionary skills, and spelling
- Paragraph development
- Essay development
- Grammar and punctuation
- Basic mathematical concepts (numerical, graphic, algebra)
- Use of lab's self-paced learning resources -- tutorials, computer programs, video and others.

REASON FOR LEARNING OUTCOMES CHANGE:
Learning outcomes have never been listed.

WILL THIS IMPACT OTHER SACS?: no

WILL THIS IMPACT OTHER DEPTS/CAMPUSES?: no

IMPLEMENTATION TERM: winter
IMPLEMENTATION YEAR: 2005

CONTACT NAME: Laurel Spillum
CONTACT EMAIL: lspillum@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Learning Outcomes
Current course number:	ALC 70
Current course title:	Technical Math Support

Current learning outcomes:

Competencies & Skills: The student will be able to:

- Read a ruler as well as add & subtract feet/ inches/ and fractions of an inch.
- Read and locate dimensions/dimension lines on blueprints and solve for missing dimensions in linear applications.
- Read and write decimal numbers accurately to the millionth place.
- Make rough estimates, round whole and decimal numbers and check for reasonable answers.
- Demonstrate ability to read a micrometer.
- Understand the concept of tolerances and solve to find limits for manufacturing parts.
- Identify metric prefixes and convert from one metric unit to another by using powers of ten.
- Locate and use the following calculator functions: square root, cube roots, exponents with the Pythagorean theorem, fractions, mixed numbers, improper fx, pi, scientific notation, reciprocals, signed numbers, and memory in/recall. (optional: degrees/minutes/seconds, right triangle trig and inverse functions).
- Change from one calculator mode to another using the Fix, Scientific, Degrees, Normal and Computations buttons.
- Identify the differences between 1, 2 & 3 dimensional items.
- Substitute/solve/label linear equations for diameter, circumference, perimeter & length of an arc.
- Substitute/solve/label for the area of squares, rectangles, triangles, trapezoids, irregular areas & circles.
- Substitute/solve/label for the volume of cubes, rectangular solids, triangular solids, trapezoidal solids and cylinders.
- Convert measurements in 1, 2 & 3 dimensions.
- Be able to calculate ID and OD of a circular item.
- Solve percent application exercises including increases/decreases
- Use order of operations as applied to the listed situations.

OPTIONAL: Find the length of the side and/or degrees of an angle using right triangle trig. As well as add/subtract degrees, minutes and seconds.
OPTIONAL: Solve a variety of problems using direct and inverse proportion.
OPTIONAL: Electricity. Reading simple schematics and finding current, voltage drops, watts, and resistance in series, parallel and series/parallel circuits.
OPTIONAL Units: Sheet Metal Bend Allowance, Hydraulics, Motor Efficiency, Force & Load Formulas, etc.

Proposed learning outcomes:

Competencies & Skills: The student will be able to:

- Read a ruler as well as add & subtract feet/ inches/ and fractions of an inch.
- Read and write decimal numbers accurately to the millionth place.
- Make rough estimates, round whole and decimal numbers and check for reasonable answers.
- Demonstrate ability to read a micrometer.
- Understand the concept of tolerances and solve to find limits for manufacturing parts.
- Identify metric prefixes and convert from one metric unit to another by using powers of ten.
- Locate and use the following calculator functions: square root, cube roots, exponents with the Pythagorean theorem, fractions, mixed numbers, improper fraction, pi, scientific notation, reciprocals, signed numbers, and memory in/recall. (Optional: degrees/minutes/seconds, right triangle trig and inverse functions).
- Identify the differences between 1, 2 & 3 dimensional items.
- Substitute/solve/label linear equations for diameter, circumference, perimeter & length of an arc.
- Substitute/solve/label for the area of squares, rectangles, triangles, trapezoids, irregular areas & circles.
- Substitute/solve/label for the volume of cubes, rectangular solids, triangular solids, trapezoidal solids and cylinders.
- Convert measurements in 1, 2 & 3 dimensions.
- Be able to calculate ID and OD of a circular item.
- Solve percent application exercises including increases/decreases
- Use order of operations as applied to the listed situations.
- Solve a variety of problems using direct and inverse proportion.

OPTIONAL:

- Change from one calculator mode to another using the Scientific, Degrees, Normal and Computations buttons.
- Read and locate dimensions/dimension lines on blueprints and solve for missing dimensions in linear applications.
- Find the length of the side and/or degrees of an angle using right triangle trig. As well as add/subtract degrees, minutes and seconds.
- Electricity. Reading simple schematics and finding current, voltage drops, watts, and resistance in series, parallel and series/parallel circuits.

OPTIONAL UNITS:
Sheet Metal Bend Allowance, Hydraulics, Motor Efficiency, Force & Load Formulas

Reason for learning outcomes change: To update the curriculum, which is not much.

Will this impact other sacs?: no

Will this impact other depts/campuses?: no

Implementation term: Winter 2005

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	WR 90
Current course title:	Writing 90
Current prerequisites:	Writing Placement score above 35 or successful completion of Writing 80 and Reading Placement score above 35 or successful completion or RD 80.
Proposed prerequisites:	Writing Placement score above 35 or successful completion of Writing 80 and Reading Placement score above 35 or successful completion or RD 80 with a "C" or better.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Frieda R. Campbell-Peltier
Contact e-mail:	fcampbel@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	RD 90
Current course title:	Reading 90
Current prerequisites:	Reading placement score above 35 or successful completion of RD 80
Proposed prerequisites:	Reading placement score above 35 or successful completion of RD 80 with a "C" or better
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Frieda R. Campbell-Peltier
Contact e-mail:	fcampbel@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Prerequisites
Current course number:	RD 90A
Current course title:	Reading 90
Proposed course title:	Reading 90A
Proposed transcript title:	Reading 90A
Reason for title change:	To correct error in the Course Catalog
Current prerequisites:	Reading placement score above 35 or successful completion of RD 80
Proposed prerequisites:	Reading placement score above 35 or successful completion of RD 80 with a "C" or better
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Frieda R. Campbell-Peltier
Contact e-mail:	fcampbel@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites, Learning Outcomes
Current course number:	RD 115
Current course title:	College Reading
Current learning outcomes:	Intended Course Outcomes: After successful completion of Reading 115 students will be able to: Read a variety of genres analytically, accurately, and efficiently Read at a variety of rates Apply comprehension and organizational strategies to essays, textbooks, and literature Apply a variety of methods to expand and retain vocabulary Respond to texts both verbally and in writing, presenting ideas and opinions based on the reading Access campus support services and other learning resources Outcome Assessment Strategies: Assessment may include, but is not limited to: 1. Speed reading and comprehension tests/activities 2. Quizzes on vocabulary and correct usage 3. Midterm and comprehensive final 4. Group/individual work demonstrating comprehension strategies 5. Group/individual work demonstrating vocabulary usage 6. Book review/project of novel, biography, or autobiography 7. Other assessment activities may include: a. 5-10 hours on computer reading software with an analysis b. Conference with instructor c. Portfolio d. Individual projects, such as flash cards, outlines, maps, diagrams,note-taking methods, career exploration readings (i.e., Discover program), Service Learning Themes and Concepts Recurring themes and concepts that students will work with include 1. Main idea/thesis/controlling idea 2. Supporting details 3. Organizational patterns 4. Comprehension and rate 5. Eye movements and motor skills 6. Inferential and critical reading 7. Passive vs. active reading 8. Etymology and Greek and Latin roots/affixes 9. Parts of speech Skills Critical thinking skills Phrasing skills Skimming, scanning, and rapid reading skills Dictionary

skills/reference skills Vocabulary skills- Determining meaning from context Determining meaning from word parts, most common Latin/Greek roots and affixes

Proposed learning outcomes:	Intended Course Outcomes: After successful completion of Reading 115 students will be able to: Read a variety of genres analytically, accurately, and efficiently Read at a variety of rates Apply comprehension, organizational, and critical thinking strategies to essays, textbooks, and literature Apply a variety of methods to expand and retain vocabulary Respond to texts in written and in oral form, presenting ideas and opinions based on the reading Access campus support services and other learning resources Outcome Assessment Strategies: Assessment may include, but is not limited to: 1. Speed reading and comprehension tests/activities 2. Quizzes on vocabulary and correct usage 3. Midterm and comprehensive final 4. Group/individual work demonstrating comprehension strategies 5. Group/individual work demonstrating vocabulary usage 6. Book review/project of novel, biography, or autobiography 7. Other assessment activities may include: a. 5-10 hours on computer reading software with a self-evaluation b. Conference with instructor c. Portfolio d. Individual projects, such as flash cards, outlines, maps, diagrams,note-taking methods, career exploration readings (i.e., Discover program), Service Learning, PowerPoint presentation Themes and Concepts: Recurring themes and concepts that students will work with may include 1. Main idea/thesis/controlling idea 2. Supporting details 3. Organizational patterns 4. Comprehension and rate 5. Eye movements and motor skills 6. Inferential and critical reading 7. Active vs. passive reading 8. Etymology and Greek and Latin roots/affixes 9. Parts of speech Skills Skills that students will learn may include Study skills previewing, annotating, notetaking, mapping, diagramming, summary/response writing Critical thinking skills analyze, synthesize, evaluate, compare Phrasing skills Skimming, scanning, and rapid reading skills Dictionary skills/reference skills Vocabulary skills- Determining meaning from context Determining meaning from word parts, most common Latin/Greek roots and affixes

Reason for learning outcomes change:	Revisions needed to more accurately reflect course content
Current prerequisites:	Asset score 42 and above or successful completion of Reading 90, or successful completion of ENL 260 (Upper Advanced Reading).
Proposed prerequisites:	Asset score 42 and above or successful completion of Reading 90 (C or better), or successful completion of ENL 260 (Upper Advanced Reading).
Will this impact other sacs?:	yes
How other SACs may be impacted:	
Will this impact other depts/campuses?:	yes
How other depts/campuses will be impacted:	
Implementation term:	winter
Implementation year:	2005
Contact name:	Cecelia Guinee
Contact e-mail:	cguinee@pcc.edu

Curriculum Course Revision Form
Contact/Credit Hour Revision

Current course number:	PT108	
Current course title:	Litho Press	
	Current	Proposed
lecture hours:	1	2
lab hours:	3	3
lec/lab hours:		
load:		
Total contact hours:	4	5
credits:	2	3

Reason for change: More accurately reflect time spent lecturing / demonstrating. Better fit with proposed Publishing Technology EST Certificate

Are outcomes affected?: NO

Are degrees/certs affected?: No

Impact on departments campuses: NO

Is there potential conflict with another sac?: NO

Implem. Term: Fall

Implem. Year: 2005

Contact name: thom perry

Contact email: tperry@pcc.edu

DATE: 2/1/05 PREPARED BY: T.Perry
COURSE NUMBER: PT 108
COURSE TITLE: Litho Press
CREDIT HOURS: 3
LECTURE HOURS PER WEEK: 2
LECTURE / LAB HOURS PER WEEK: 0
LAB HOURS PER WEEK: 3
NUMBER OF WEEKS: 12
SPECIAL FEE(S): The student will be charged normal tuition costs.

COURSE DESCRIPTION FOR PUBLICATION:
Covers materials, procedures and theories which make possible the production of printed materials using a small lithographic press. Topics include safety, operation of the printing press, paper, ink, and bindery operations.
Course Prerequisite(s): Pt 136 Electronic Layout

ADDENDUM TO DESCRIPTION:
Course content and text require that the student read and write English at the WR115 level or above and perform basic math functions at the MTH20 level or above.

COURSE ACTIVITIES AND DESIGN:
Litho Press consists of topical lectures supported by visual media, demonstration, explanations and discussions....the concepts of which are then combined into several hands-on industry-oriented projects and exercises.

ASSESSMENT:
Students will be evaluated by various methods which may include one or more of the following: projects, examinations, homework-reports or assignments including group problem solving.

INTENDED COURSE OUTCOMES:
Students should be able to:
* Demonstrate safe work habits when running equipment and using supplies/ materials in the pressroom
* Identify paper characteristics (ie grain direction and basis weight) and their role basic press operations
* Evaluate and compensate for variances in color consistently and flow characteristics of printing inks
* Set-up, operate and run one and two-color jobs on a single-color lithographic press

REQUIRED STUDENT COMPETENCIES:
At the completion of this course students should be able to:
* Pass a written pressroom operations safety test and follow proper procedures when running equipment
* Identify common parts and adjustments necessary for consistent quality operation of a small litho press
* Solve basic ink and paper problems as they occur when running jobs on the press and in the bindery on the paper-folder
* Mix custom-color inks to specific color standards and use them to runs a single color print job to color match standard
* Produce high quality one and two-color print jobs from provided metal-plates on a variety of paper stocks
* Wash-up small press and leave it operationally ready for the next operator

Curriculum Course Revision Form
Contact/Credit Hour Change

Current course number:	PT110	
Current course title:	Litho Press 2	
	Current	Proposed
Current lecture hours:	3	2
Current lab hours:	9	3
Current lec/lab hours:		
Current load:		
Total contact hours:	12	5
Current credits:	6	3

Reason for change: Better fit with proposed Publishing Technology EST Certificate

Are outcomes affected?: NO

Are degrees/certs affected?: No

Impact on departments campuses: NO

Is there potential conflict with another sac?: NO

Implem. Term: Fall
Implem. Year: 2005

Contact name: thom perry
Contact email: tperry@pcc.edu

DATE: 2/1/05 PREPARED BY: T.Perry
COURSE NUMBER: PT 110
COURSE TITLE: Litho Press 2
CREDIT HOURS: 3
LECTURE HOURS PER WEEK: 2
LECTURE / LAB HOURS PER WEEK: 0
LAB HOURS PER WEEK: 3
NUMBER OF WEEKS: 12
SPECIAL FEE(S): The student will be charged normal tuition costs.

COURSE DESCRIPTION FOR PUBLICATION:
Covers print-production procedures, industry terminology and offset press operation including techniques necessary to reproduce halftones and other fine detail images on coated and uncoated paper.
Course Prerequisite(s): PT 136 Electronic Layout, PT 108 Litho Press

ADDENDUM TO DESCRIPTION:
Course content and text require that the student read and write English at the WR115 level or above and perform basic math functions at the MTH20 level or above.

COURSE ACTIVITIES AND DESIGN:
Litho Press 2 consists of topical lectures supported by visual media, demonstration, explanations and discussions...the concepts of which are then combined into industry-oriented projects and exercises.

ASSESSMENT:
Students will be evaluated by various methods which may include one or more of the following: projects, examinations, or other assignments including group problem solving.

INTENDED COURSE OUTCOMES:
Students should be able to:
* Demonstrate safe work habits while running equipment and using supplies & materials in the pressroom
* Identify & compensate for different paper& ink variables which need to be controlled for successful quality press operation
* Print one, two, or process color jobs on one or both sides of coated and uncoated paper stock from provided metal plates
* Finish and perform the basic bindery operations necessary to complete a print job for customer delivery

REQUIRED STUDENT COMPETENCIES:
At the completion of this course students should be able to:
* Read and interpret production information from a job ticket and record time spent and material usage
* Pass a written test on safe pressroom operations and practice safe operational procedures at all times
* Identify and compensate for various paper and ink variables, as they occur, during press operation
* Maintain proper ink-and-water balance during extended press runs and compensate for improper levels
* Recognize the need for and make appropriate impression adjustments to compensate for different paper thickness
* Make-ready, run, and shut-down press for multiple-color press-runs on coated & uncoated paper stocks

Curriculum Course Request Form
New Course

Course number:	PT153
Course title:	Electronic Layout - PhotoShop
Transcript title:	Electronic Layout - PhotoShop
Lecture hours:	2
Lab hours:	3
Lec/lab hours:	
Load total:	
Weekly contact hours:	5
Total credits:	3
Reason for new course:	Reconfigured / reduced credit version of (6 credit) course we've taught for many years. Better fit with proposed Publishing Technology EST Certificate.
Course description:	A basic course in Adobe PhotoShop for print-production. Includes image acquisition, manipulation and output procedures for 4-color process printing.
Prerequisite(s):	None
Prereq/concurrent:	PT136
Corequisite(s):	None
Learning outcomes:	Set up a PhotoShop file, navigate within the document and save the resulting file to disk. Arrange the workspace to maximize productivity and allow for the manipulation of multiple images. Create an image with text and graphic elements positioned as per customer provided specifications. Scan, color correct and retouch several color photographic images and black & white logos. Position several PhotoShop images into a template, digital-proof, film-imageset, and final proof results. PreFlight, proof and print both composite and color-separated document file onto both paper and film.,
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Required

Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	proposed Publishing Technology EST Certificate
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	thom perry
Contact e-mail:	tperry@pcc.edu

DATE: 1/19/2005 PREPARED BY: T.Perry
COURSE NUMBER: PT 153
COURSE TITLE: Electronic Layout - PhotoShop
CREDIT HOURS: 3
LECTURE HOURS PER WEEK: 2
LECTURE / LAB HOURS PER WEEK: 0
LAB HOURS PER WEEK: 3
NUMBER OF WEEKS: 12
SPECIAL FEE(S): The student will be charged normal tuition costs.

COURSE DESCRIPTION FOR PUBLICATION:
This course covers advanced basic image selecting, editing and image scanning procedures using Adobe PhotoShop on Macintosh computers.
Course Prerequisite(s): PT 136 Electronic Layout - PageMaker

ADDENDUM TO DESCRIPTION:
Course content and text require that the student read and write English at the WR115 level or above and perform basic math functions at the MTH20 level or above. The student must also have satisfactorily completed PT 136 Electronic Layout - PageMaker or be prepared to demonstrate competency in the use of the Macintosh computer at the intermediate level...this is NOT an introductory course in computer operations.

COURSE ACTIVITIES AND DESIGN:
Electronic Prep - PhotoShop consists of topical lectures supported by visual media, demonstration, explanations and discussions...the resulting information is then combined into project-oriented projects and exercises. These exercises and projects are evaluated against posted industry-standard examples, unsatisfactory projects are repeated until they meet the standard.

ASSESSMENT:
Students will be evaluated by exercise and project accuracy and timeliness (70%), a midterm reading and terminology quiz (10%) and a final in-class project-test (20%) incomplete is NOT a grading option.

INTENDED COURSE OUTCOMES:
Students should be able to:
* Setup a new PhotoShop file, navigate around within the document and save the resulting file to disk
* Arrange the workspace so as to maximize productivity and allow manipulation of multiple images
* Create a image with the text and graphic elements positioned as per customer provided specifications
* Scan, color-correct and clean-up several reflection color photographic images and black / white logos
* Position several PhotoShop images into a template, digital-proof, film-imageset, and final-proof results
* PreFlight / proof / and print, composite and color-separated all document files to both paper and film

* Actively participate in discussion of field-trip, print-plant visitations and submit required evaluations
* Maintain production-time logs for all projects completed, based on customer supplied work-orders

REQUIRED STUDENT COMPETENCIES:

At the completion of this course students should be able to:

* Explain how analog images can be converted to digital images and the relevance of different color models
* Demonstrate how to select various tools and palettes, adjust their preferences and save them with the file
* Identify the selection tools and show how to increase or decrease a selection by using multiple tools
* Create a simple path from within a scanned object using the pen tool(s) and save it as a clipping path
* Demonstrate how to isolate different elements within an image to different layers to create a layer-set
* Explain the relationships between PPI, DPI, and LPI and explore how color gamuts affect image quality
* Calibrate a desktop system using Adobe Gamma to compensate for visual differences in color displays
* Move and manipulate selections and layers to create a composite image from several separate files
* Find and create different brush shapes so as to maximize the effect of various painting tools / techniques
* Demonstrate text styling alignment and positioning to create a mask and apply appropriate Layer Effects
* Manipulate multiple layers using the various blending modes to create a specific customer-defined effect
* Manage color and Alpha channels with masks to include quick-mask techniques for selecting objects
* Create and manage paths with the pen-tool, convert them to selections, and apply various edge effects
* Explore the various filter and filter-groups available...distinguish between creative and production filters
* Read a histogram and adjust the levels of an image to improve the overall hilites, midtones and shadows
* Interpret the curves of an image and adjust the color tonal range of the image to improve its reproduction
* Color correct an image using the adjustment layers with Hue and Saturation, Levels and Curve effects
* Convert 4-color image(s) into representative duo-tone images, place into template, proof and print
* Transform selected images using layers in conjunction with grids and guides to maintain aspect ratios
* Print / proof all files to a black and white lazer network printer as well as collecting the file and elements for output to a remote color proofer or film imagesetter / platemaker

Curriculum Course Request Form
New Course

Course number:	PT155
Course title:	Electronic Layout - QuarkXPress
Transcript title:	Electronic Layout - QuarkXPres
Lecture hours:	2
Lab hours:	3
Lec/lab hours:	
Load total:	
Weekly contact hours:	5
Total credits:	3
Reason for new course:	Reconfigured / reduced credit version of (6 credit) course we've taught for many years. Better fit with proposed Publishing Technology EST Certificate.
Course description:	A course in advanced image edition and page-layout production proceedures using QuarkXPress on Macintosh computers.
Prerequisite(s):	None
Prereq/concurrent:	PT136
Corequisite(s):	None
Learning outcomes:	Setup a new QuarkXPress file, navigate within the document and save the resulting file to disk. Manage the print-production workflow, setup a prepress work environment and customize Quark's preferences and settings. Create a document with text and graphic elements and position them as per customer provided specifications. Format existing text and graphic frames using the proper tools ie. guides, grids, margins and rulers. Place and edit text files using both character and paragraph formatting for the creation of style sheets. Create and place objects and comples shapes using the Quark and Adobe Illustrator pen tools. Work with colors and frames for process-color, spot-color, tints and blends. PreFlight, proof and print PDF composite and color-separated document files.
Course format:	On Campus

Are there similar courses existing:	NO
Required or elective:	Required
Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	proposed Publishing Technology EST Certificate
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	thom perry
Contact e-mail:	tperry@pcc.edu

DATE: 1/19/2005 PREPARED BY: T.Perry
COURSE NUMBER: PT 155
COURSE TITLE: Electronic Layout - QuarkXPress
CREDIT HOURS: 3
LECTURE HOURS PER WEEK:2
LECTURE / LAB HOURS PER WEEK: 0
LAB HOURS PER WEEK: 3
NUMBER OF WEEKS: 12
SPECIAL FEE(S): The student will be charged normal tuition costs.

COURSE DESCRIPTION FOR PUBLICATION:
This course is concerned with advanced image editing / assembly proceedures using QuarkXPress and Adobe Illustrator on Macintosh computers.
Course Prerequisite(s): PT 136 Electronic Layout - PageMaker

ADDENDUM TO DESCRIPTION:
Course content and text require that the student read and write English at the WR115 level or above and perform basic math functions at the MTH20 level or above. The student must also have satisfactorily completed PT 136 Electronic Layout - PageMaker or be prepared to demonstrate competency in the use of the Macintosh computer at the intermediate level...this is NOT an introductory course in computer operations.

COURSE ACTIVITIES AND DESIGN:
Electronic Prep - QuarkXPress consists of topical lectures supported by visual media, demonstration, explanations and discussions...the resulting information is then combined into project-oriented projects and exercises. These exercises and projects are evaluated against posted industry-standard examples, unsatisfactory projects are repeated until they meet the standard.

ASSESSMENT:
Students will be evaluated by exercise and project accuracy and timeliness (70%), a midterm reading and terminology quiz (10%) and a final in-class project-test (20%) incomplete is NOT a grading option.

INTENDED COURSE OUTCOMES:
Students should be able to:
* Setup a new QuarkXPress file, navigate within the document and save the resulting files to disk
* Manage a print-workflow, setup a prepress work envorinment and customize Quark prefs and settings
* Create a document with text and graphic elements positioned as per customer provided specifications
* Format existing text and graphic frames using the proper tools ie. guides, grids, margins and rulers
* Place and edit text files using character and paragraph formatting for the creation of style sheets
* Create and place objects and complex shapes using the Quark and

Adobe Illustrator pen-tools
* Work with colors and frames for process-color, spot-color, tints and blends
* PreFlight / proof / and print PDF, composite and color-separated document files

REQUIRED STUDENT COMPETENCIES:

At the completion of this course students should be able to:
* Identify various kinds of electronic mechanicals that can be produced using Quark, page-layout software
* Open an existing Quark document and demonstrate a basic knowledge of keyboard / menu commands,
* Demonstrate an understanding the various palettes and palette options avilable within this program
* Create a basic file management system for opening, saving / resaving, reverting and deleting files
* Demonstrate the functional differences between text and picture boxes and their related tools and options
* Create margin, column and ruler guides based on an underlying baseline grid that relates to the text size
* Set-up, modify and link custom placeholders using the several shape and freehand line drawing tools
* Flow and format basic word-processing text into a QuarkXPress document formatted with placeholders
* Demonstrate text styling alignment, element positioning and the other basic rules of page layout for print
* Duplicate and align elements both visually and mathematically using the palettes and keyboard commands
* Scale and resize elements as well as skew and rotate objects on the page...or within their frames / boxes
* Distinguish between display (headline) type and text (body) type by point sizes and styles
* Import text into linked placeholders and resolve overflow issues, including page jumps and broken links
* Use the measurement palette and character dialog box to format words, sentences or selections
* Use the paragraph format box and measurement palette to indent, justify, adjust spacing and set text tabs
* Place text on custom path shapes, control the position of text on the path, and adjust its baseline positon
* Apply, create and edit both character and paragraph style sheets from the style palette
* Import, scale / resize and crop images within their place holders as well as anchor images to a text block
* Manage the image links to the origional files and update them when the origional image is modified
* Format and color frames and backgrounds using the default colors and blends provided by the program
* Create / define new spot-colors and process-builds that will output properly to film or color proofers
* Print files to a black and white lazer network printer as well as collecting the file and elements for output to a remote color proofer or film imagesetter / platemaker

Curriculum Course Request Form
New Course

Course number:	CIS 285
Course title:	Network Security
Transcript title:	Network Security
Lecture hours:	3
Lab hours:	3
Lec/lab hours:	
Load total:	3.42
Weekly contact hours:	6
Total credits:	4
Reason for new course:	Increase in demand for security in network administration.
Course description:	Part of a sequence designed to prepare students for an entry-level position as a network administrator. The course focuses on the knowledge and skills necessary to maintain system security and to install, configure and maintain a local area network with common Internet applications. Use of Open Source software and CompTIA's Security+ certification objectives are emphasized.
Prerequisite(s):	CIS 279M, CIS 279L of instructor permission
Prereq/concurrent:	None
Corequisite(s):	None
Learning outcomes:	On completion of this course the student will be able to design, install, and administer a secure LAN consisting of the client and server computers. Also, the student will be able to install and administer common Internet applications and various security tools. The student should be able to pass the CompTIA Security+ certification exam (not administered by PCC).
Course format:	On Campus
Course format:	Online
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO

Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Spring
Implementation year:	2005
Contact name:	Sandra Koester
Contact e-mail:	skoester@pcc.edu

	Course Content and Outcome Guide
Version	3
Date	24 Jan., 2005
Prepared by	Mike Neal
Course Number	CIS 284
Course Title	Network Security
Credit Hours	4
Lecture Hours per week	3
Lab Hours per week	3
Lecture/Lab Hours per week	0
Number of Weeks	11
Special Fee	Lab fee is levied at the current lab fee rate as published in the PCC catalog.
Course Description for Publication	Part of a sequence designed to prepare students for an entry-level position as a network administrator. The course focuses on the knowledge and skills necessary to maintain system security and to install, configure and maintain a local area network with common Internet applications. Use of Open Source software and CompTIA's Security+ certification objectives are emphasized.
Prerequisites	Either CIS 240M, CIS279L or consent of instructor (several years experience as a network administrator).
Expected Student Outcomes	On completion of this course the student will be able to design, install, and administer a secure LAN consisting of the client and server computers. Also, the student will be able to install and administer common Internet applications and various security tools. The student should be able to pass the CompTIA Security+ certification exam (not administered by PCC).
Course Activities and Design	The course consists of lectures, group discussion, and lab assignments. Lab assignments include both individual lab assignments and group lab assignments.
Outcome Assessment Strategies	1. Differentiate and explain common access control models. 2. Differentiate and explain common methods of authentication. 3. Identify non-essential services and protocols and know what actions to take to reduce the risks of those services and protocols. 4. Identify common attacks and specify the appropriate actions to take to mitigate vulnerability and risk. 5. Identify various types of malicious code and specify the appropriate actions to take to mitigate vulnerability and risk. 6. Reduce the risks of social engineering. 7. Explain and apply auditing, logging and system scanning. 8. Implement common types of remote access technologies. 9. Configure and administer email security. 10. Explain and apply basic Internet security. 11. Configure and administer directory security. 12. Explain and manage file transfer protocols.

	13. Administer basic security as applied to wireless technologies. 14. Explain and manage security concerns and concepts of Infrastructure Security types of devices. 15. Explain and secure various types of media. 16. Explain and apply the concepts behind various security topologies. 17. Differentiate common types of intrusion detection, be able to explain the concepts of each type, and manage the implementation and configuration of each kind of intrusion detection system. 18. Explain and apply concepts of security baselines. 19. Install, configure and administer the implementation and configuration of intrusion detection. 20. Identify and explain different kinds of cryptographic algorithms. 21. Explain how cryptography addresses security concept. 22. Explain concepts of PKI (Public Key Infrastructure). 23. Identify and be able to differentiate different cryptographic standards and protocols 24. Explain concepts of Key Management and Certificate Lifecycles 25. Explain and apply the concepts of physical security. 26. Develop, explain and implement a disaster recovery plan. 27. Develop, explain and implement a business continuity plan. 28. Explain and apply the concepts and uses of various types of policies and procedures. 29. Explain the concepts of privilege management. 30. Explain and apply the concepts of various topics of forensics. 31. Explain and apply concepts of risk identification. 32. Explain the security relevance of the education and training of end users, executives and human resources. 33. Explain and apply documentation concepts related to security.
Course Content (Themes, Concepts, Issues, Competencies, and Skills)	1. Security practices. 2. Security policies. 3. Legal and ethical considerations of information systems security. 4. Security topologies. 5. Certificates and certificate authorities. 6. Symetric and asymetric encryption. 7. Key management. 8. Authorization and authentication. 9. Secure communications. 10. Virtual private networks. 11. Analysis and management practices. 12. Patch management.

Curriculum Course Request Form
New Course

Course number:	CIS285
Course title:	Security Tools
Transcript title:	Security Tools
Lecture hours:	1.38
Lab hours:	1.38
Lec/lab hours:	
Load total:	3.42
Weekly contact hours:	6.00
Total credits:	4
Reason for new course:	Rapid increase in employment for security administrators.
Course description:	Prepares network administrators to apply information security concepts and Open Source applications to manage security in Windows and Linux/Unix information systems. Topics include analysis and management tools, firewalls and packet filters, port and vulnerability scanners, sniffers, intrusion detection, encryption, wireless and forensics
Prerequisite(s):	CIS285 or instructor permission
Learning outcomes:	On completion of this course the student will be able to select and apply security applications.
Course format:	On Campus
Course format:	Online
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO

Have other sacs been contacted?:	YES
Description of contact:	
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mike Neal
Contact e-mail:	mneal@pcc.edu

	Course Content and Outcome Guide
Version	2
Date	24 Jan., 2005
Prepared by	Mike Neal
Course Number	CIS 285
Course Title	Security Tools
Credit Hours	4
Lecture Hours per week	3
Lab Hours per week	3
Lecture/Lab Hours per week	0
Number of Weeks	11
Special Fee	Lab fee is levied at the current lab fee rate as published in the PCC catalog.
Course Description for Publication	Prepares network administrators to apply information security concepts and Open Source applications to manage security in Windows and Linux/Unix information systems. Topics include analysis and management tools, firewalls and packet filters, port and vulnerability scanners, sniffers, intrusion detection, encryption, wireless and forensics.
Prerequisites	CIS284 or consent of instructor (several years experience as a network administrator and basic knowledge of network security).
Expected Student Outcomes	On completion of this course the student will be able to select and apply security applications
Course Activities and Design	The course consists of lectures, group discussion, and lab assignments. Lab assignments include both individual lab assignments and group lab assignments.
Outcome Assessment Strategies	Through exams and lab assignments students will be assessed to determine if they are able to: 1. Explain and apply operating system hardening techniques. 2. Differentiate and explain common secure network architectures. 3. Explain and apply packet filtering. 4. Install, configure and administer stateful firewalls. 5. Create VPNs through firewalls. 6. Explain the concepts, features and uses of port scanners. 7. Install, configure and apply port scanners and related add-ons. 8. Identify, explain and classify types of security vulnerabilities. 9. Differentiate and explain vulnerability scanners. 10. Install, configure and administer vulnerability scanners. 11. Explain TCP/IP header fields and their values. 12. Explain the concepts, features and uses of protocol analyzers. 13. Install, configure and apply protocol analyzers. 14. Differentiate and explain the use of host intrusion detection systems. 15. Differentiate and explain the use of network intrusion detection systems. 16. Install, configure and apply host intrusion detection systems.

	17. Install, configure and apply network intrusion detection systems. 18. Differentiate and explain common analysis and management tools. 19. Install, configure and apply common analysis and management tools. 20. Differentiate and explain common encryption and VPN tools. 21. Install, configure and apply common encryption and VPN tools. 22. Explain the security risks of wireless LANs 23. Perform a wireless security assessment. 24. Differentiate and explain common incident response practices. 25. Install, configure and apply common forensic analysis tools. 26. Explain the concepts and practices of managing forensic evidence.
Course Content (Themes, Concepts, Issues, Competencies, and Skills)	1. Security practices. 2. Legal and ethical considerations of information systems security. 3. Security policy. 4. Security topologies. 5. Hardening tools and techniques. 6. Security tools including, Firewalls, VPNs, port scanners, vulnerability scanners, sniffers, network intrusion detection systems, host intrusion detection systems, log monitor and notification applications, analysis and management tools, encryption applications, key management, secure shell and file transfer applications, password crackers, wireless security assessment tools and forensic tools.

Curriculum Course Request Form
New Course

Course number:	CIS286
Course title:	Computer Forensics
Transcript title:	Computer Forensics
Lecture hours:	1.38
Lab hours:	1.38
Lec/lab hours:	
Load total:	3.42
Weekly contact hours:	6.00
Total credits:	4
Reason for new course:	Rapid increase in employment for security administrators.
Course description:	Introduces computer security administrators to computer forensics. Topics include setup and use of an investigatorï¿½s laboratory, computer investigations using digital evidence controls, processing crime and incident scenes, performing data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness testimony. Maps to the IACIS certification
Prerequisite(s):	CIS 285 or instructor permission
Learning outcomes:	On completion of this course the student will be able to discuss and participate in incident response, computer forensics investigations, recovery of digital evidence, testimony on evidence, and reporting on computer investigations
Course format:	On Campus
Course format:	Online
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO

Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	YES
Description of contact:	
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mike Neal
Contact e-mail:	mneal@pcc.edu

	Course Content and Outcome Guide
Version	2
Date	19 Jan., 2005
Prepared by	Mike Neal
Course Number	CIS 286
Course Title	Computer Forensics
Credit Hours	4
Lecture Hours per week	3
Lab Hours per week	3
Lecture/Lab Hours per week	0
Number of Weeks	11
Special Fee	Current lab fee rate as published in the PCC catalog.
Course Description for Publication	Introduces computer security administrators to computer forensics. Topics include setup and use of an investigator's laboratory, computer investigations using digital evidence controls, processing crime and incident scenes, performing data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness testimony. Maps to the IACIS certification.
Prerequisites	CIS 284 or instructor permission (for students with several years experience as a security and network administrator).
Expected Student Outcomes	On completion of this course the student will be able to discuss and participate in incident response, computer forensics investigations, recovery of digital evidence, testimony on evidence, and reporting on computer investigations.
Course Activities and Design	The course consists of lectures, group discussion, and lab assignments.
Outcome Assessment Strategies	Through exams and lab assignments students will be assessed to determine if they are able to: 1. Define and discuss the concepts of computer forensics. 2. Explain the career of a computer forensics professional. 3. Explain and apply the concepts of computer investigations. 4. Setup and operate in an investigator's office and laboratory. 5. Select and apply current computer forensics tools. 6. Identify and apply current practices for processing crime and incident scenes. 7. Explain and apply digital evidence controls. 8. Explain and perform forensic analysis in various operating system environments. 9. Explain the boot processes and disk structures of various operating system environments. 10. Identify and apply current practices for data discovery recovery and acquisition. 11. Conduct basic computer forensic analysis. 12. Demonstrate the recovery of image files. 13. Conduct basic network forensic analysis. 14. Perform e-mail investigations.

	15. Act as expert witness and report results of investigations.
Course Content (Themes, Concepts, Issues, Competencies, and Skills)	1. Computer forensics. 2. Computer investigations. 3. Computer forensics laboratory. 4. Computer forensics tools. 5. Crime and incident scenes 6. Digital evidence practices. 7. Data and image recovery. 8. Network monitoring and forensic analysis. 9. E-mail recovery and analysis. 10. Testimony and reporting.

Curriculum Course Request Form
New Course

Course number:	CIS287m
Course title:	Microsoft Server Security
Transcript title:	Microsoft Server Security
Lecture hours:	1.38
Lab hours:	1.38
Lec/lab hours:	
Load total:	3.42
Weekly contact hours:	6.00
Total credits:	4
Reason for new course:	Rapid increase in employment for security administrators.
Course description:	Prepares IT security professionals working in medium to large computing environments to implement authorization and authentication strategies, use certificates and certificate authorities, use Encrypting File System, create secure baselines, use Software Update Services enhance data transmission security, wireless network security, perimeter security and secure remote access. The primary focus will be Windows Server 2003 with some client content. Maps to MS 70-299
Prerequisite(s):	CIS 240M or instructor permission
Learning outcomes:	On completion of this course the student will be able to design, install, and administer a secure LAN consisting of the client and server computers. Also, the student will be able to install and administer various security tools. The student should be able to pass the Microsoft 70-299 certification exam (not administered by PCC).
Course format:	On Campus
Course format:	Online
Are there similar courses existing:	NO
Required or elective:	Elective

Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	YES
Description of contact:	
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mike Neal
Contact e-mail:	mneal@pcc.edu

	Course Content and Outcome Guide
Version	2
Date	19 Jan., 2005
Prepared by	Mike Neal
Course Number	CIS 287M
Course Title	Microsoft Server Security
Credit Hours	4
Lecture Hours per week	3
Lab Hours per week	3
Lecture/Lab Hours per week	0
Number of Weeks	11
Special Fee	Lab fee is levied at the current lab fee rate as published in the PCC catalog.
Course Description for Publication	Prepares IT security professionals working in medium to large computing environments to implement authorization and authentication strategies, use certificates and certificate authorities, use Encrypting File System, create secure baselines, use Software Update Services enhance data transmission security, wireless network security, perimeter security and secure remote access. The primary focus will be Windows Server with some client content. Maps to Microsoft certification exam.
Prerequisites	Either CIS 240M or consent of instructor (several years experience as a network administrator).
Expected Student Outcomes	On completion of this course the student will be able to design, install, and administer a secure LAN consisting of the client and server computers. Also, the student will be able to install and administer various security tools. The student should be able to pass the Microsoft 70-299 certification exam (not administered by PCC).
Course Activities and Design	The course consists of lectures, group discussion, and lab assignments.
Outcome Assessment Strategies	Through exams and lab assignments students will be assessed to determine if they are able to: 1. Implement, manage, and troubleshoot security policies. 2. Deploy and troubleshoot security templates. 3. Configure security based on computer roles. 4. Implement, manage, and troubleshoot patch management infrastructure. 5. Implement, manage, and troubleshoot security for network communications. 6. Configure, deploy, manage and troubleshoot ipsec policies. 7. Plan and implement security for wireless networks. 8. Deploy, manage, and configure SSL certificates. 9. Configure security for remote access users. 10. Configure authentication for secure remote access. 11. Configure and troubleshoot VPN protocols. 12. Manage client configuration for remote access security. 13. Plan, configure and troubleshoot authentication, authorization, and PKI.

	14. Plan group structure. 15. Install, manage, and configure certificate services.
Course Content (Themes, Concepts, Issues, Competencies, and Skills)	1. Security practices and policies. 2. Security templates. 3. Computer roles and security. 4. Patch and upgrade practices. 5. Secure communications. 6. Ipsec, VPN and SSL. 7. Wireless security. 8. Remote access security. 9. Authentication, authorization and public key infrastructure. 10. Certificates and certificate authorities.

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number, Course Title, Course Description, Requisites, Learning Outcomes
Current course number:	ARCH 103
Proposed course number:	ARCH 100
Current course title:	Architectural Graphics 3
Proposed course title:	Visual Communication
Proposed transcript title:	Visual Communication
Reason for title change:	Because of change in sequencing "Architectural Graphics 3" no longer makes sense. This class will now come before Graphics 1 and 2.
Current description:	This course addresses the fundamentals of perspective drawings as a communicative device. Students will develop perspective skills, build a graphic vocabulary and establish a language of architectural communication using both conventional hand drawing and computer models.
Proposed description:	This course addresses the fundamentals of perspective drawings as a communicative device. Students will develop perspective, freehand sketching and diagramming skills, build a graphic vocabulary and establish a language of architectural communication.
Reason for description change:	Better describes course content.
Current learning outcomes:	Develop knowledge and skills in the proper methods of developing one-point perspectives. Develop knowledge and skills in the proper methods of developing two point perspectives. Develop knowledge and skills in the proper methods of adding shade and shadow to perspectives. Develop knowledge and skills in the proper methods of representing surface features using a black and white format. Develop knowledge and skills in the proper methods of using color in renderings.

Proposed learning outcomes:	Strengthen seeing/drawing skills. Develop skill and confidence in freehand sketching. Develop skill and confidence in diagramming. Develop an understanding of diagramming as a recording tool, a design tool and a presentation tool. Develop skill and confidence in freehand perspective drawing.
Reason for learning outcomes change:	With the increased influence of computer aided design in industry and education, the need for teaching freehand sketching as a communication tool has developed.
Current prerequisites:	ARCH 101,122,123,132,126,136
Proposed prerequisites:	None
Will this impact other sacs?:	yes
How other sacs may be impacted:	This course is presently an elective for Interior Design.
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	ARCH 113
Current course title:	Working Drawings 3
Current description:	Covers site development, including surveying existing grades, locating existing and future buildings, driveways, parking and landscaping, plus drawing site plans.
Proposed description:	Covers site development, including surveying existing grades, locating existing and future buildings, driveways, erosion control and storm water management, plus drawing site plans.
Reason for description change:	Addition of erosion control and storm water management to curriculum.
Current learning outcomes:	Develop knowledge and skills in the proper methods of organizing raw site information into a presentable site plan. Develop knowledge and skills in the proper methods of developing a site plan. Develop knowledge and skills in the proper methods of site surveying and elevation drawings. Develop knowledge and skills in the proper methods of representing surface features using a black and white format. Develop knowledge and skills in the proper methods of using color in renderings
Proposed learning outcomes:	Develop knowledge and skills in the proper methods of organizing raw site information into a presentable site plan. Develop knowledge and skills in the proper methods of developing a site plan. Develop knowledge and skills in the proper methods of site surveying and elevation drawings. Develop knowledge and skills in the proper methods of representing surface features using a black and white format. Develop knowledge and skills in erosion control. Develop knowledge and skills in storm water management.
Reason for learning outcomes change:	New requirements for erosion control and storm water management.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	Spring 2005

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ARCH 121
Current course title:	Structures 1
Current description:	Covers drawing building sections, structural framing and foundation details. Recommended: Drafting 117 and Arch 126 or equivalent.
Proposed description:	Covers drawing building sections, structural framing and foundation details.
Reason for description change:	No longer recommend DRF 117 or ARCH 126
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ARCH 126
Current course title:	Introduction to AutoCAD
Current description:	Introduces AutoCAD software as a design tool. Instructions will be given in the operation of both hard disk and flexible disk data storage, and plotting. Class covers creation, retrieval and modification of drawings that meet industry standards using basic AutoCAD commands. This course is 30 total contact hours and is also worth 60 LU credits to AIA members. Recommended: DRF 117 and CIS 120.
Proposed description:	Introduces AutoCAD software as a design tool. Instructions will be given in the operation of both hard disk and flexible disk data storage, and plotting. Class covers creation, retrieval and modification of drawings that meet industry standards using basic AutoCAD commands. This course is 30 total contact hours and is also worth 60 LU credits to AIA members.
Reason for description change:	No longer recommend DRF 117 or CIS 120
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ARCH 131
Current course title:	Sustainable Structures
Current description:	Through multi-media presentations, question and debate, this course will look at theories of shelter before technology. We will rediscover indigenous architecture from around the world, while taking an environmental perspective of innovations that came from these ideas in today's world of alternatives such as earthships, poured earth, strawbale, recycled houses, and more.
Proposed description:	This course will focus on creating buildings that are sited, designed, constructed, operated and maintained for the health and well being of the occupants, while minimizing impact on the environment.
Reason for description change:	The previous description was too specific for the course content.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ARCH 137
Current course title:	AutoCAD Architectural Desktop
Current description:	Explores advanced features of AutoCAD including 3-D, as it applies to architecture and includes an introduction to "Architectural Desktop" software. Prerequisite: ARCH 136 or DRF 136.
Proposed description:	Introduction to Architectural Desktop which offers a variety of tools not available in the base AutoCAD drafting package. It includes a collection of objects representing the most common architectural components such as walls, doors, windows, stairs and roofs. Prerequisite: ARCH 136 or DRF 136.
Reason for description change:	Better describes the course content.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ARCH 140
Current course title:	Introduction to CHIEF ARCHITECT
Current description:	Introduces Chief Architect software as a design and drafting tool, and its applications to the architectural field. Class covers creation, retrieval and modification of drawings that meet industry standards using basic Chief Architect commands. This course is also worth 60 LU credits to AIA members. Recommended: DRF 117 and CIS 120.
Proposed description:	Introduces Chief Architect software as a design and drafting tool, and its applications to the architectural field. Class covers creation, retrieval and modification of drawings that meet industry standards using basic Chief Architect commands. This course is also worth 60 LU credits to AIA members.
Reason for description change:	No longer recommend DRF 117 or CIS 120
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Elizabeth Metcalf
Contact e-mail:	emetcalf@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	ETC103
Current course title:	Introduction to Emergency Telecommunications
Current description:	Introduces the field of emergency communications. Includes history, role of the dispatcher, field operations (police, fire and emergency medical), radio broadcasting, telephone techniques, radio codes and equipment operation. Presents an overview of federal, state and local law enforcement computer systems.
Proposed description:	Same as above except last sentence changed to: Presents an overview of federal, state and local agencies and their respective communications systems. Addendum to Description: Meets academic requirements of the State of Oregon, basic telecommunicator course for state certification. Meets requirements of the National Academies of Emergency Dispatch, Emergency Telecommunicator Course for national certification.
Reason for description change:	Course Revision
Current learning outcomes:	Students will be able to describe the evolution of emergency communications as a profession and the changing role of the telecommunicator. Students will be able to identify the metropolitan area communication centers, their chief responsibilities and jurisdiction. Students will be able to describe the main components of the emergency communications system and the function of each. They will be able to identify the proper techniques for use of two-way radios, multi-line telephone systems, computer-aided dispatch software and audio recording devices, following written standard operating procedures. Demonstrate skills in interpersonal communications, such as, questioning techniques, relaying information, documenting using clear, concise and accurate verbiage. Maintain open lines of communication with emergency services providers. Demonstrate a high degree of understanding of terminology used in emergency services and be able to carry out requests quickly and accurately based upon interpretation of the discipline specific terminology. Define the following issues as they apply to emergency services: liability, confidentiality, privacy.

Proposed learning outcomes:	Same as above, plus: Explain the differences between criminal and civil laws Demonstrate the ability to classify crimes based upon legal definitions.
Reason for learning outcomes change:	Course revision
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Carol Bruneau
Contact e-mail:	cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ETC104
Current course title:	Emergency Telecommunications-Call-Taking
Current description:	Develops communication skills necessary to deal with fire and medical emergencies. Focuses on fire terminology, knowledge of fire apparatus, department protocols, triage principles, and medical pre-arrival instructions. Emphasizes the use of resource materials. Includes the interrelationship between field units, police, fire and medical and their roles at incident scenes.
Proposed description:	Introduction to the field of emergency communications, with an emphasis on: history, roles of dispatchers in fire and medical emergencies. Confidentiality and liability issues and personality characteristics of emergency services personnel are explored. An overview of the structure and organization of the fire service and of the emergency medical dispatch system. Includes the terminology of the fire service and medical field and application of protocols for emergency response. Addendum to Description: Meets academic requirements of the State of Oregon, Department of Public-Safety Standards and Training, Basic Telecommunicator course for state certification. Meets requirements of the National Academies of Emergency Dispatch for national certification.
Reason for description change:	Course Revision
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring

Implementation year: 2005

Contact name: Carol Bruneau
Contact e-mail: cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Learning Outcomes
Current course number:	ETC105
Current course title:	Crisis Intervention
Proposed course title:	Crisis Intervention & Critical Incident Stress Management
Proposed transcript title:	Crisis Intervention & CISM
Reason for title change:	Program Revision
Current description:	Focuses on the needs of local police, dispatchers and other in-service practitioners or pre-service students in crisis intervention. Includes discussing and demonstrating some tools and techniques of crisis intervention through simulation and role-playing.
Proposed description:	Focuses on the emotional and psychological needs of police, telecommunicators, firefighters, emergency medical providers and other emergency responders in dealing with daily crisis and trauma situations. Explores both individual crisis and large scale disasters impacting entire communities. Evaluates the resources available to responders and to the public. Examines the Critical Incident Stress Management model and how it is utilized within various agencies. Teaches methods and techniques for dealing with high stress incidents and the accumulated stress of long-term emergency service careers.
Reason for description change:	Program Revision
Current learning outcomes:	Students will be able to identify the effects of crisis situations and traumatic events on individuals. Students will be able to describe the physical and psychological response to high stress. Students will be able to analyze personality types and how an individual's type classification predicts their response to specific situations. Examine various types of life altering events and explain how these events impact individuals, families and communities.

Proposed learning outcomes:	Same as above, plus the following: Organize a defusing or debriefing within the parameters of the CISM model. Apply the principles of the CISM system in a controlled scenario.
Reason for learning outcomes change:	Course revision
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Carol Bruneau
Contact e-mail:	cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Learning Outcomes
Current course number:	ETC108
Current course title:	Transcription For Telecommunicators
Current description:	Covers how to transcribe information received aurally using actual tape recorded radio transmissions, or recorded scripted exercises. Emphasizes accuracy, spelling and completeness of message. Instructor
Proposed description:	Develops keyboarding skills based upon information received aurally. Utilizes dictation of emergency response information, such as locations, names, and numeric data in various formats. A variety of software applications are used, including Word, Excel, Critical and several Computer-Aided Dispatch Programs. Simulated emergency telephone calls, radio broadcasts and tape recorded incidents are used to practice skills inputting data, accurately recording, abbreviating, coding and formatting information. Speed, accuracy and brevity are important components of this course. A keyboarding ability of approximately 25 wpm is recommended.
Reason for description change:	Revised Course
Current learning outcomes:	Students will be able to record complete and accurate information using a computer keyboard and based upon verbal information. Students will be able to appropriately apply questioning techniques to obtain required information. Students will be able to enter data into a computer-aided dispatch system, in an accurate and efficient manner, utilizing established rules and procedures. Demonstrate skills in interpersonal communications, such as, questioning techniques, relaying information, documenting using clear, concise and accurate verbiage. Maintain open lines of communication with emergency services providers. Demonstrate an ability to multi-task using communication skills, motor and cognitive skills.
Proposed learning outcomes:	All of the above, plus: Demonstrate the ability to complete job specific forms and create documents using specific formats. Create various records and compile statistical information, including chronological, detailed records of events and allocation of resources.

Reason for learning outcomes change:	Revised Course
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Carol Bruneau
Contact e-mail:	cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	ETC110
Current course title:	Communication Center Operations - Basic Skills
Current description:	Introduces operational procedures used in emergency communications and hands-on use of communications center equipment, such as two-way radios, multi-line telephones, recorders and computers, including record keeping and data retrieval.
Proposed description:	Introduction to the emergency communications simulator lab. This course involves the use of emergency communications equipment and standard operating procedures to simulate actual emergency calls and situations. Overview of the roles and responsibilities of emergency communications professionals in their work environment. Application of methods and theory obtained through classroom presentations, in an interactive lab setting, using radio, telephone, computers, recording equipment and various pre-employment screening tools.
Reason for description change:	Course Revision
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Carol Bruneau
Contact e-mail:	cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description, Requisites, Learning Outcomes
Current course number:	ETC111
Current course title:	Communication Center Operations - Advanced Skills
Current description:	Focuses on use of the Oregon Law Enforcement Data System and computer software simulating Computer Aided Dispatch Programs.
Proposed description:	Introduction to the art of multi-discipline emergency response dispatching in an emergency communications simulation center. The course involves the use of emergency communications equipment and the application of policies, procedures and protocols to specific situations. Scenarios will be complex, may involve multiple responses and may have a high level of impact on individuals or the community. Identification and notification of a wide variety of resources both local and state will be included in simulation.
Reason for description change:	Course Revision
Current learning outcomes:	Students will be able to answer emergency and non-emergency telephone calls, through role-playing, determine the level and urgency of response, through various questioning techniques. Students will be able to appropriately apply rules of prioritizing to simulated emergency calls. Students will be able to enter data into a computer-aided dispatch system, in an accurate and efficient manner, utilizing established rules and procedures. Demonstrate skills in interpersonal communications, such as, questioning techniques, relaying information, documenting using clear, concise and accurate verbiage. Maintain open lines of communication with emergency services providers. Demonstrate a high degree of understanding of terminology used in emergency services and be able to carry out requests quickly and accurately based upon interpretation of the discipline specific terminology. Demonstrate the appropriate application of written policy and procedures to simulated situations.

Proposed learning outcomes:	Students will be able to answer emergency telephone calls, through role-playing, determine level and urgency of response, correctly apply call type, prioritize and assign field units and identify available resources. Students will be able to appropriately apply policies and procedures to the handling of simulated emergency calls. Students will be able to enter data into a computer-aided dispatch system, in an accurate and efficient manner, utilizing established rules and procedures. With an emphasis on obtaining and recording information in a prescribed timeframe. Demonstrate skills in interpersonal communications, such as, questioning techniques, relaying information, documenting using clear, concise and accurate verbiage, while dealing with difficult, uncooperative or challenging callers. Students will develop communication skills and learn to apply various techniques in questioning a variety of callers, including those with language barriers, those in emotional crisis and those in life-threatening situations. Maintain open lines of communication with emergency services providers. Relay critical information, which can impact the outcome of a life or death situation. Demonstrate a high degree of understanding of terminology used in emergency services and be able to carry out requests quickly and accurately, based upon interpretation of the discipline specific terminology. Demonstrate the appropriate application of written policy and procedures to complex simulated situations.
Reason for learning outcomes change:	Course Revision
Current prerequisites:	None
Proposed prerequisites:	ETC110
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Carol Bruneau
Contact e-mail:	cbruneau@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	GD 116
Current course title:	Intermediate Typography
Current corequisites:	-
Proposed corequisites:	GD 140
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Cece Cutsforth
Contact e-mail:	ccutsfor@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	AM103
Current course title:	Engine Performance I
Current prerequisites:	AM 108, 101, 102
Proposed prerequisites:	add AM 112
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Paul Sackman
Contact e-mail:	psackman@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	AM106
Current course title:	Heating and Air Conditioning Systems
Current prerequisites:	AM 108, 102
Proposed prerequisites:	add AM 101, 112
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Paul Sackman
Contact e-mail:	psackman@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	AM113
Current course title:	Engine Performance II
Current prerequisites:	AM 108, 101, 102, 103
Proposed prerequisites:	add AM 112
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Paul Sackman
Contact e-mail:	psackman@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	AM123
Current course title:	Engine Performance III
Current prerequisites:	AM 108, 101, 102, 103, 113
Proposed prerequisites:	add AM 112
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Paul Sackman
Contact e-mail:	psackman@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Current course number:	AM133
Current course title:	Engine Performance IV
Current prerequisites:	AM 108, 101, 102, 103, 113, 123
Proposed prerequisites:	add AM 112
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Paul Sackman
Contact e-mail:	psackman@pcc.edu

Curriculum Course Request Form
New Course

Course number:	INSP 220
Course title:	Fire and Life Safety
Transcript title:	Fire and Life Safety
Lecture hours:	3
Lab hours:	0
Lec/lab hours:	0
Load total:	3
Weekly contact hours:	3
Total credits:	3
Reason for new course:	Course work is required to support new changes in the state and federal building codes structure.
Course description:	This course reviews Oregon Fire and Life Safety standards including building occupancies and exit systems; hazardous materials regulations; and fire protection systems. This course, when taken with commercial building code and commercial plan review classes will provide the background for Oregon Fire and Life Safety Plan Review.
Learning outcomes:	Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of building occupancies and exit systems; hazardous materials regulations; fire protection standards; and the use and application of the Oregon Administrative Rules.
Course format:	On Campus
Required or elective:	Required
Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	Related Building Inspections Degrees and Certificates will be adjusted by substitution - dropping an existing and nonconforming course in favor of INSP 220.

Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mark Hagen
Contact e-mail:	mhagen@pcc.edu

Course Content and Outcome Guide

DATE: 01-10-2005 **PREPARED BY:** Gillespie/Hagen
COURSE NUMBER: INSP 220
COURSE TITLE: Fire and Life Safety
CREDIT HOURS: 3
LECTURE HOURS: 3
NUMBER OF WEEKS: 11/12

COURSE DESCRIPTION FOR PUBLICATION:
This course reviews Oregon Fire and Life Safety standards including building occupancies and exit systems; hazardous materials regulations; and fire protection systems. This course, when taken with commercial building code and commercial plan review classes will provide the student with the background for Oregon Fire and Life Safety Plan Review.

Students must be capable of reading and communicating in the English language and may be required to pass a listening competency test administered by the department. Students who may have a disability and wish an accommodation should make arrangements to meet with the instructor outside of class to discuss specific requests. Any request for accommodation may require that documentation of disability be reviewed by the Office of Disabilities.

INTENDED OUTCOMES FOR THE COURSE:
Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of building occupancies and exit systems; hazardous materials regulations; fire protection standards; and the use and application of the Oregon Administrative Rules.

COURSE ACTIVITIES & DESIGN:
This course will be presented by means of lecture and discussion. Lectures are supplemented with selected reading assignments.

OUTCOME ASSESSMENT STRATEGIES:
Evaluation procedures and grading criteria will be discussed during the first class meeting. Individual and classroom discussions, completed assignments, attendance and classroom participation, exams, quizzes, and worksheets may be used to assess outcomes.

COURSE CONTENT:

<u>1.0 ADMINISTRATION</u>

A. Research, testimony and legal enforcement.
B. Correspondence, consultation and explanation.
C. Permits, prepare and maintain records, policies and procedures.

2.0 OCCUPANCIES

A. Occupancy type.
B. Type of construction.
C. Occupant load.
D. Specific occupancy and use hazards.
E. Evaluate special fire protection features.

3.0 EGRESS AND SAFTEY

A. Egress doors.
B. Stairs, ramps and balconies.
C. Exit access.
D. Access to buildings, windows and roofs.
E. Emergency and standby power.
F. Hazards to fire fighters.

4.0 HAZARDOUS MATERIALS

A. Management plan.
B. Material safety date sheets.
C. Control areas.
D. Special hazards.
E. Flammable and combustible liquids and gases.
F. Storage of combustibles.

5.0 FIRE PROTECTION

A. Water supply for fire protection.
B. Sprinklers, standpipes and alternate automatic fire extinguishing systems.
C. Fire alarm and detection systems.
D. Portable extinguishers.
E. Smoke control systems.

Curriculum Course Request Form
New Course

Course number:	INSP 225
Course title:	Multi-Family Housing
Transcript title:	Multi-Family Housing
Lecture hours:	3
Lab hours:	0
Lec/lab hours:	0
Load total:	3
Weekly contact hours:	3
Total credits:	3
Reason for new course:	Course work is required to support new changes in the state and federal building codes structure.
Course description:	This course reviews building codes as applied to multi-family housing types including townhouse, row house and apartment houses. This course, when taken with residential and commercial building codes will provide the specific background for the enforcement of a Low-Rise Code.
Learning outcomes:	Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of building codes to multi-family housing types such as townhouses, row houses and apartment houses.
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Required
Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	Related Building Inspections Degrees and Certificates will be adjusted by substitution - dropping an existing and nonconforming course in favor of INSP 225.
Is there an impact on another dept or campus?:	NO

Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mark Hagen
Contact e-mail:	mhagen@pcc.edu

Course Content and Outcome Guide

DATE: 01-10-2005 **PREPARED BY:** Gillespie/Hagen
COURSE NUMBER: INSP 225
COURSE TITLE: Multi-Family Housing
CREDIT HOURS: 3
LECTURE HOURS: 3
NUMBER OF WEEKS: 11/12

COURSE DESCRIPTION FOR PUBLICATION:
This course reviews building codes as applied to multi-family housing types including townhouse, row house and apartment houses. This course, when taken with residential and commercial building codes will provide the student with the specific background for the enforcement of a Low-Rise Code.

Students must be capable of reading and communicating in the English language and may be required to pass a listening competency test administered by the department. Students who may have a disability and wish an accommodation should make arrangements to meet with the instructor outside of class to discuss specific requests. Any request for accommodation may require that documentation of disability be reviewed by the Office of Disabilities.

INTENDED OUTCOMES FOR THE COURSE:
Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of building codes to multi-family housing types such as townhouses, row houses and apartment houses.

COURSE ACTIVITIES & DESIGN:
This course will be presented by means of lecture and discussion. Lectures are supplemented with selected reading assignments.

OUTCOME ASSESSMENT STRATEGIES:
Evaluation procedures and grading criteria will be discussed during the first class meeting. Individual and classroom discussions, completed assignments, attendance and classroom participation, exams, quizzes, and worksheets may be used to assess outcomes.

COURSE CONTENT:

1.0 OCCUPANCIES

A. Occupancy type.
B. Type of construction.
C. Occupant load.
D. Occupancy based code requirements.

2.0 CONSTRUCTION REQUIREMENTS

A. Foundations.
B. Floors and walls.
C. Roof.
D. Fire Resistive requirements

3.0 EXIT SYSTEMS

A. Public yards, right-of-ways, and common areas.
B. Egress doors.
C. Stairs, ramps and balconies.
D. Hallways and corridors.
E. Glass and windows requirements.

4.0 FIRE PROTECTION SYSTEMS

A. Water supply for fire protection.
B. Sprinklers, standpipes and alternate automatic fire extinguishing systems.
C. Fire alarm and detection systems.
D. Portable extinguishers.

5.0 MECHANICAL SYSTEMS

A. Ventilation and fresh air requirements.
B. Exhaust systems.
C. Heating systems.
D. Supply and return ducts
E. Smoke control systems.

Curriculum Course Request Form
New Course

Course number:	INSP 260
Course title:	Oregon Inspection Certificate
Transcript title:	Oregon Inspection Certificate
Lecture hours:	2
Lab hours:	0
Lec/lab hours:	0
Load total:	2
Weekly contact hours:	2
Total credits:	2
Reason for new course:	Ultimately, this is a preparatory course for the Oregon Inspection Certification examination.
Course description:	This course reviews Oregon construction standards, such as architectural barrier regulations and the Oregon Administrative Rules an inspector may enforce. This course is intended to be taken near the end of the student's code studies.
Learning outcomes:	Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of Oregon construction standards; Oregon architectural barrier, and energy code requirements; and the use and application of the Oregon Administrative Rules.
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Required
Is there impact on degrees or certificates:	YES
Description of impact on deg/cert:	Related Building Inspections Degrees and Certificates will be adjusted by substitution - dropping an existing and nonconforming course in favor of INSP 260.

Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Mark Hagen
Contact e-mail:	mhagen@pcc.edu

Course Content and Outcome Guide

DATE: 12-20-2004 **PREPARED BY:** Gillespie/Hagen
COURSE NUMBER: INSP 260
COURSE TITLE: Oregon Inspection Certificate
CREDIT HOURS: 2
LECTURE HOURS: 2
NUMBER OF WEEKS: 11/12

COURSE DESCRIPTION FOR PUBLICATION:
This course reviews Oregon construction standards, such as architectural barrier regulations and the Oregon Administrative Rules an inspector may enforce. This course is intended to be taken near the end of the student's code studies.

Students must be capable of reading and communicating in the English language and may be required to pass a listening competency test administered by the department. Students who may have a disability and wish an accommodation should make arrangements to meet with the instructor outside of class to discuss specific requests. Any request for accommodation may require that documentation of disability be reviewed by the Office of Disabilities.

INTENDED OUTCOMES FOR THE COURSE:
Upon successful completion of this course, the student shall have satisfactorily accomplished the goals and objectives listed in the Course Content and Outcome Guide; understand the use and application of Oregon construction standards; Oregon architectural barrier, and energy code requirements; and the use and application of the Oregon Administrative Rules.

COURSE ACTIVITIES & DESIGN:
This course will be presented by means of lecture and discussion. Lectures are supplemented with selected reading assignments.

OUTCOME ASSESSMENT STRATEGIES:
Evaluation procedures and grading criteria will be discussed during the first class meeting. Individual and classroom discussions, completed assignments, attendance and classroom participation, exams, quizzes, and worksheets may be used to assess outcomes.

COURSE CONTENT:

<u>1.0 OREGON CONSTRUCTION STANDARDS</u>

A. Legislative regulation.
B. Oregon Building Code Division requirements.

<u>2.0 OREGON ARCHITECTURAL BARRIERS.</u>

A. Which building types are regulated.

B. When accommodations are required.

3.0 OREGON ENERGY REQUIREMENTS

A. Which building types are regulated.
B. How to calculate building conservation requirements.
C. Where energy conservation is required.

4.0 OREGON ADMINISTRATIVE RULES

A. Where to find administrative rules.
B. Interpreting administrative rules.
C. Application of administrative rules.

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

CHANGE:	Course Title,Course Description
CURRENT COURSE NUMBER:	INSP 151
CURRENT COURSE TITLE:	International 1 & 2 Family Structural Code
PROPOSED COURSE TITLE:	International Residential Code - Structural
PROPOSED TRANSCRIPT TITLE:	Intern Resid Code - Struct
REASON FOR TITLE CHANGE:	State of Oregon has changed code books. Title should reflect current building codes.
CURRENT DESCRIPTION:	Covers Code as applied to residential buildings and basic methods of wood framing. This course is 40 total contact hours and also worth 80 HSW credits to AIA members.
PROPOSED DESCRIPTION:	Covers residential building code as applied to residential construction practices. This course is 40 total contact hours and also worth 80 HSW credits to AIA members.
REASON FOR DESCRIPTION CHANGE:	More accurate course description. Course has not changed, only the code book required by the State of Oregon.
WILL THIS IMPACT OTHER SACS?:	no
WILL THIS IMPACT OTHER DEPTS/CAMPUSES?:	no
IMPLEMENTATION TERM:	spring
IMPLEMENTATION YEAR:	2005
CONTACT NAME:	Tom Gillespie
CONTACT E-MAIL:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

CHANGE:	Course Title, Course Description
CURRENT COURSE NUMBER:	INSP 152
CURRENT COURSE TITLE:	International 1 & 2 Family Mechanical Code
PROPOSED COURSE TITLE:	International Residential Code - Mechanical
PROPOSED TRANSCRIPT TITLE:	Intern Resid Code - Mech
REASON FOR TITLE CHANGE:	State of Oregon has changed code books. Title should reflect current building codes. This course uses the same code book as INSP 151.
CURRENT DESCRIPTION:	Covers the Mechanical Code as applied to residential buildings including heating and cooling systems. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
PROPOSED DESCRIPTION:	Covers residential building code as applied to residential mechanical systems. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
REASON FOR DESCRIPTION CHANGE:	More accurate course description. Course has not changed, only the code book required by the State of Oregon. This course uses the same code book as INSP 151.
WILL THIS IMPACT OTHER SACS?:	no
WILL THIS IMPACT OTHER DEPTS/CAMPUSES?:	no
IMPLEMENTATION TERM:	spring
IMPLEMENTATION YEAR:	2005
CONTACT NAME:	Tom Gillespie
CONTACT E-MAIL:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title,Course Description
Current course number:	INSP 251
Current course title:	Uniform Building Code 1
Proposed course title:	International Building Code 1
Proposed transcript title:	International Bldg Code 1
Reason for title change:	State of Oregon has changed code books. Title needs to reflect current building codes used.
Current description:	Covers non-structural standards of the Uniform Building Code, including occupancy classifications, building area height and location limits, exit requirements and fire resistive standards. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
Proposed description:	Covers non-structural standards of the International Building Code, including occupancy classifications, building area height and location limits, exit requirements and fire resistive standards. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
Reason for description change:	The "Uniform Building Code" is now titled the "International Building Code." Course has not changed, only the code book title has changed.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Tom Gillespie
Contact e-mail:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description
Current course number:	INSP 252
Current course title:	Uniform Building Code 2
Proposed course title:	International Building Code 2
Proposed transcript title:	International Bldg Code 2
Reason for title change:	State of Oregon has changed code books. Title needs to reflect current building codes used.
Current description:	Study of the Uniform Building Code, including occupancy requirements, finish materials, glazing, plastics, chimneys, and fireplaces. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
Proposed description:	Study of the International Building Code, including occupancy requirements, finish materials, glazing, plastics, chimneys, and fireplaces. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
Reason for description change:	The "Uniform Building Code" is now titled the "International Building Code." Course has not changed, only the code book title has changed.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Tom Gillespie
Contact e-mail:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

CHANGE:	Course Title, Course Description
CURRENT COURSE NUMBER:	INSP 253
CURRENT COURSE TITLE:	Uniform Building Code 3
PROPOSED COURSE TITLE:	International Building Code 3
PROPOSED TRANSCRIPT TITLE:	International Bldg Code 3
REASON FOR TITLE CHANGE:	State of Oregon has changed code books. Title needs to reflect current building codes used.
CURRENT DESCRIPTION:	Study of the Uniform Building Code, including handicapped access requirements, energy conservation and prefabricted construction. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
PROPOSED DESCRIPTION:	Study of the International Building Code, including handicapped access requirements, energy conservation and prefabricted construction. This is 30 total contact hours and is also worth 60 HSW credits to AIA members.
REASON FOR DESCRIPTION CHANGE:	The "Uniform Building Code" is now titled the "International Building Code." Course has not changed, only the code book title has changed.
WILL THIS IMPACT OTHER SACS?:	no
WILL THIS IMPACT OTHER DEPTS/CAMPUSES?:	no
IMPLEMENTATION TERM:	spring
IMPLEMENTATION YEAR:	2005
CONTACT NAME:	Tom Gillespie
CONTACT E-MAIL:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	INSP 255
Current course title:	International Mechanical Code 1
Current description:	Study of the Uniform Mechanical Code, including combustion air, warm-air heating systems, venting of appliances and ducts. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
Proposed description:	Study of the International Mechanical Code, including combustion air, warm-air heating systems, venting of appliances and ducts. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
Reason for description change:	The "Uniform Mechanical Code" is now titled the "International Mechanical Code." Course has not changed, only the code book title has changed.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Tom Gillespie
Contact e-mail:	tgillesp@pcc.edu

Curriculum Course Request Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Description
Current course number:	INSP 256
Current course title:	International Mechanical Code 2
Current description:	Study of the Uniform Mechanical Code, including ventilation systems, cooling, mechanical refrigerating equipment, heat producing appliances, commercial hoods and kitchen ventilation. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
Proposed description:	Study of the International Mechanical Code, including ventilation systems, cooling, mechanical refrigerating equipment, heat producing appliances, commercial hoods and kitchen ventilation. This course is 30 total contact hours and also worth 60 LU credits to AIA members.
Reason for description change:	The "Uniform Mechanical Code" is now titled the "International Mechanical Code." Course has not changed, only the code book title has changed.
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Tom Gillespie
Contact e-mail:	tgillesp@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Title, Course Description, Requisites, Learning Outcomes
Current course number:	ID 121
Current course title:	Interior Products and Materials II
Proposed course title:	Sustainable Materials for Residential Interiors
Proposed transcript title:	Sustainable Mtls Res Int
Reason for title change:	Recommendations of SACC and Advisory Committees/update needed National Council for Interior Design Qualifications (national exam) now includes knowledge of sustainable issues as part of the definition of an interior designer.
Current description:	Analyzes and evaluates materials utilized in interior design including walls, ceilings, counters, accessories, and other products.
Proposed description:	Analysis and evaluation of sustainable products used in interior design.
Reason for description change:	Recommendations of SACC and Advisory Committees/update needed National Council for Interior Design Qualifications (national exam) now includes knowledge of sustainable issues as part of the definition of an interior designer.
Current learning outcomes:	Please see ID 121 online CCOG dated 2/10/98
Proposed learning outcomes:	1. Understand what qualifies a material to be labeled an environmentally low impact product. 2. Research, evaluate and apply environmentally responsible products to interior applications. 3. Develop resources of appropriate environmentally responsible products. 4. Develop critical thinking skills to identify 'green wash' versus environmentally responsible products.
Reason for learning outcomes change:	Update needed to reflect current design practice
Current prerequisites:	MTH 20 or placement into MTH 60; WR 115 or placement into WR 121.

Proposed prerequisites:	: ID 120, WR 115 or placement into WR 121; MTH 20 or
Will this impact other sacs?:	yes
How other sacs may be impacted:	The Architecture program now requires this course in their Sustainable Building Certificate, and faculty have agreed on course description, content, etc.
Will this impact other depts/campuses?:	yes
How other depts/campuses will be impacted:	The Architecture program now requires this course in their Sustainable Building Certificate, and faculty have agreed on course description, content, etc.
Implementation term:	fall
Implementation year:	2005
Contact name:	JoAnn M. Thomas
Contact e-mail:	jthomas@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 101
Proposed course number:	TE 9101
Current course title:	Fiber Optics I
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 102
Proposed course number:	TE 9102
Current course title:	Fiber Optics II
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 103
Proposed course number:	TE 9103
Current course title:	Fiber Optics: Inside Plant
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 104
Proposed course number:	TE 9104
Current course title:	Fiber Optics: Outside Plant
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 201
Proposed course number:	TE 9201
Current course title:	AMP ACT I
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 202
Proposed course number:	TE 9202
Current course title:	AMP ACT II
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Course Number
Current course number:	FOT 203
Proposed course number:	TE 9203
Current course title:	AMP ACT III
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	fall
Implementation year:	2005
Contact name:	Sandy Miller
Contact e-mail:	smiller@pcc.edu

Curriculum Course Revision Form
Course Changes for Number, Title, Description, Prerequisites, and Outcomes

Change:	Requisites
Does this correspond with a conversion request?:	YES
Current course number:	HE 242
Current course title:	Stress and Human Health
Proposed description:	Remove: Prerequisite: Placement into WR 121 or instructor permission
Reason for description change:	This is the only health course with a prereq. It is causing many registration difficulties. We believe students will best be able to make a decision after attending the first class meeting. Some students are giving up registering when encountering this prerequisite block.
Current prerequisites:	wr 121 or instructor permission
Proposed prerequisites:	none
Will this impact other sacs?:	no
Will this impact other depts/campuses?:	no
Implementation term:	spring
Implementation year:	2005
Contact name:	Marshall Meyer
Contact e-mail:	mmeyer@pcc.edu

Curriculum Course Request Form
New Course

Course number:	HE 254
Course title:	Weight-loss and Personal Health
Transcript title:	
Lecture hours:	3 credits
Lab hours:	
Lec/lab hours:	
Load total:	3 credits
Weekly contact hours:	
Total credits:	3 credits
Reason for new course:	TO address the specific issues of weight control and weight-loss. Combining information on diet and exercise with extensive work on motivation, behavior change and life time weight management.
Course description:	To learn the basics on weight control, weight-loss, diet and exercise. To set a realistic weight-loss/fitness goal to work on for the quarter. To become familiar with the Recreational facilities and classes that PCC has to offer. To get motivated and moving toward a healthy lifestyle.
Prerequisite(s):	None
Prereq/concurrent:	None
Corequisite(s):	None
Learning outcomes:	How to set a realistic and specific weight and exercise goal. What tools can be used to increase chances of losing/maintaining weight How much, how often and what types of exercise are best for lifetime weight control. Motivation, relapse control, & behavior substitution will be discussed.
Gen/ed list:	YES, Gen. Ed. Requested
Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on	NO

degrees or certificates:	
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	YES
Description of contact:	
Is there an increase in costs for library or av dept?:	NO
Implementation term:	Fall
Implementation year:	2005
Contact name:	Karen Morgan
Contact e-mail:	karen.morgan@pcc.edu

COURSE CONTENT & OUTCOMES GUIDE

REQUIRED FORMAT

DATE: Jan 27, 2005 PREPARED BY: Karen A. Morgan

COURSE NUMBER:

COURSE TITLE: Weight Management and Personal Health

CREDIT HOURS: 3

LECTURE HOURS PER WEEK: 3

LECTURE/LAB HOURS PER WEEK: 0

LAB HOURS PER WEEK (INCLUDES CO-OP, PRACTICUM OR CLINICAL): 0

NUMBER OF WEEKS:

SPECIAL FEE: 0

COURSE DESCRIPTION FOR PUBLICATION:

Course examines the current obesity epidemic and explores weight loss and diet options for the individual from a holistic perspective, including social, emotional, and physical dimensions of human health.

INTENDED OUTCOME (S) FOR THE COURSE:

Demonstrate an understanding of how behavioral, environmental, cultural and genetic factors influence body weight and obesity.

Develop media literacy skills to analyze current diet fads, weight loss trends and treatment.

Design and implement a specific, personalized weight control plan.

Demonstrate an understanding of the personal health risks associated with excess body weight and obesity.

Demonstrate the ability to find reliable, safe, scientifically sound information regarding methods of weight control.

COURSE ACTIVITIES & DESIGN: (OPTIONAL)

OUTCOME ASSESSMENT STRATEGIES: (CASE STUDIES, GROUP PROJECTS, INDIVIDUAL PROJECTS, QUIZZES, TEST)

Course term project
Journaling
In class group projects
In class presentation
Examination
Nutrition assessment
Self-assessments

Process Skills:

Self- Reflection

Communication Skills:
- Oral and written communication
- Cooperative group work
- Computer literacy

Information Access Skills
- Collect data
- Access current information
- Evaluate effectiveness

COURSE CONTENT: (THEMES, CONCEPTS, ISSUES, COMPETENCIES AND SKILLS)
Increase knowledge on the Obesity epidemic in America.
Analyze how behavior, environment, culture and genetics influence a person's chances of becoming obese.
Learn to put together a comprehensive lifetime weight control plan.
Know the impact obesity has on the human body and the disease process
Relate behavior change models to prevention and treatment of obesity
Analyze current food and diet fads for accuracy.
State the guidelines for healthy eating provided by the U.S. Government
Identify the six nutrient groups, their uses within the body and good food sources for each.
Discuss the chemistry of food and metabolism and how they relate to the following
Define lean body mass and discuss how body composition relates to optimal health.
Identify and describe impact obesity has on an individual's emotional and social health
Outline the relationship between weight management and physical activity.

Curriculum Course Request Form
New Course

Course number:	MM 238
Course title:	Creating Professional DVD-Video
Transcript title:	Creating ProfessionalDVD-Video
Lecture hours:	3
Lab hours:	3
Lec/lab hours:	
Load total:	.342
Weekly contact hours:	6
Total credits:	4
Reason for new course:	To offer industry standard video compositing and effects experiences for Multimedia students.
Course description:	Introduction to the creation of custom DVD-Video using professional level authoring software, such as Apple DVD Studio Pro. Digital video created in MM 235, and/or from other sources will be integrated with audio, graphics, and other assets. Custom navigation, menus, chapters, and interactivity will be developed. Encode uncompressed audio into highly compressed Dolby digital AC-3 streams, and incorporate into the DVD authoring software for full 5.1-channel surround sound. Final DVD projects are intended for use in standard home entertainment DVD players.
Prerequisite(s):	MM140, and MM235, or instructor permission
Learning outcomes:	The student will be able to:

- Design, specify, storyboard and bid on the completion of an interactive DVD-Video title.
- Specify, install, operate and maintain an Apple DVD-Video authoring work station.
- Manage DVD-Video production workflow, scheduling, and budgeting (monetary & bit wise.)
- Create, prepare and encode video content as DVD-Video assets.
- Create, prepare and encode audio content as DVD-Video assets.
- Create, prepare and encode graphic content as DVD-Video assets.
- Author DVD-Video projects incorporating title, still & motion menus, multiple tracks, chapters, stories, alternate angles, alternate audio streams, subtitles, slideshows and web links.

- Test, debug, and evaluate a DVD-Video project identifying items for improvement and implement identified changes.
- Archive production assets and project files.
- Present a completed DVD-Video project to the class.

Course format:	On Campus
Are there similar courses existing:	NO
Required or elective:	Elective
Is there impact on degrees or certificates:	NO
Is there an impact on another dept or campus?:	NO
Have other sacs been contacted?:	NO
Is there an increase in costs for library or AV dept?:	YES
	Approximately $100 will be required for the purchase of the required course text book, and related references.
Implementation term:	Spring
Implementation year:	2005
Contact name:	Michael Cleghorn
Contact e-mail:	mcleghor@pcc.edu

Course Content and Outcomes Guide

Date: January 8, 2005 **Prepared By: MM SAC**

Course Number: MM 238

Course Title: Creating Professional DVD-Video

Credit Hours: 4

Lecture Hours Per Week: 3

Lab Hours Per Week (Includes Co-op, Practicum or Clinical): 3

Number Of Weeks: 11

Course Description For Publication:
Introduction to the creation of custom DVD-Video using professional level authoring software, such as Apple DVD Studio Pro 2. Digital video created in MM 235, and/or from other sources will be integrated with audio, graphics, and other assets. Custom navigation, menus, chapters, and interactivity will be developed. Encode uncompressed audio into highly compressed Dolby digital AC-3 streams, and incorporate into the DVD authoring software for full 5.1-channel surround sound. Final DVD projects are intended for use in standard home entertainment DVD players. Prerequisites: MM 140, and MM 235, or instructor permission.

Intended Outcome(s) For The Course:
The student will be able to:

- Design, specify, storyboard and bid on the completion of an interactive DVD-Video title.
- Specify, install, operate, and maintain an Apple DVD-Video authoring workstation.
- Manage DVD-Video production workflow, scheduling, and budgeting
- Create, prepare, and encode video, audio, and graphic content as DVD-Video assets.
- Author DVD-Video projects incorporating title, still & motion menus, multiple tracks, chapters, stories, alternate angles, alternate audio streams, subtitles, slideshows, and web links.
- Test, debug, and evaluate a DVD-Video project identifying items for improvement and implement identified changes.
- Archive production assets and project files.
- Present a completed DVD-Video project to the class.

Course Activities and Design:
This course will be presented with varied forms of lecture, demonstration, practical exercise and review, in order to provide the information necessary for you to complete a final project. Each class will begin with a lecture covering specific concepts, ideas, and methods to illustrate daily learning objectives. After each lecture the class will follow along with practical exercises that help demonstrate the concepts, ideas, and methods presented.

Outcome Assessment Stratagies: (Group Projects, Individual Projects, Quizzes, Test)
The completion of a final project will determine the majority of the grade. However, a combination of attendance, in-class participation, and weekly assignment completion will be factored into the final grade. Students will also be required to complete "time sheets" documenting out-of-class and lab hours spent on final projects.

Course Content: (Themes, Concepts, Competencies, and Skills)

DVD physical formats
DVD logical formats
DVD-Video Workflow
Planning, storyboarding, and scheduling
Preparing graphics with Photoshop
Still "Layered" menu
Slideshow images
Motion "Overlay" menu
MPEG structure
MPEG encoding/compression
QuickTime/Final Cut Pro/Compressor
Audio formats, bit depth, sample rate
Audio sample rate conversion
Dolby Digital (AC-3) encoding using A.Pack
5.1 surround recording, mixing, mastering and encoding
Bit Budgeting
Importing assets
Using Tracks
Slideshows
The Menu Editor
Markers, Chapters, Stories
Multiple Angles, Multiple Audio Streams
Web links
Wide screen
Languages
Subtitles
Building & formatting
Previewing & testing with DVD Player
Test, debug and repair
Final output to disc
Project archival