

Program Approval New or Amended AASO

Definition of an AASO Program

[OAR 5589-006-0050](#) "Associate of Applied Science degree option" means a transcribed specialization within a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce.

Requirements for a new AASO

[http://handbook.ccwwebforms.net/handbook/definitions/associate-degrees/associate-of-applied-science-degree-\(aas\)-options](http://handbook.ccwwebforms.net/handbook/definitions/associate-degrees/associate-of-applied-science-degree-(aas)-options)

- Have between 90-108 credits
- Include a recognizable core of [general education courses](#) or [related instruction](#)
- Include the [academic standard of achievement](#), (i.e., grade point average)
- Must be composed of at least 70% of the base AAS,
- Be [collegiate-level work](#),
- The base AAS must be in "approved" status
- The CIP code may be different than the base AAS degree as long as
 - The Option is a reasonable and recognizable specialization of the base AAS, as discussed with an education specialist
 - The first 4 numbers of the CIP code must be the same as the base AAS

Amendments

[OAR 589-006-0050 \(42\)](#) "Program amendment" means a change in a state-approved program submitted to the Commission or its designee by a college to receive approval to revise the program. Revisions include minor changes in curriculum content, courses, program outcomes and titles.

Minor changes. To define "minor changes," the state has established parameters that a program must maintain in order receive amendment approval. Programs whose changes exceed the below parameters must go through the new program submission process.

Requirements for an amended AASO

[http://handbook.ccwwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-\(cte\)](http://handbook.ccwwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-(cte))

- Award
 - Award may not change
- Curriculum Credit Change
 - Still contain 70% of the base AAS curriculum credits
 - Credit change may not be more than 30%

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- CIP Code
 - The Option is a reasonable and recognizable specialization of the base AAS as discussed with a CCWD education specialist
 - The first 4 numbers of the CIP code must be the same as base AAS
- The title may not have a substantial change
 - Example #1: Biotechnology to Bio-Science
 - Example #2: Engineering & Welding Practice (theory) to Welding Skills (technical skill)
- The base program must be in “approved” status in Webforms
- Contains at least 70% of the base AAS curriculum credits
 - AASO
- The courses must be [collegiate-level work](#)
- Include a recognizable core of [general education courses](#) or [related instruction](#)
- Include the [academic standard of achievement](#), (i.e., grade point average)

Explanation of 70% Curriculum Rule

An AASO must contain 70% of the base AAS curriculum. Calculations are made using the approved program credits.

Purpose

The purpose of calculating the 70% change is to find the minimum amount of credits (whole number) in which the program can contain and be approved an AASO.

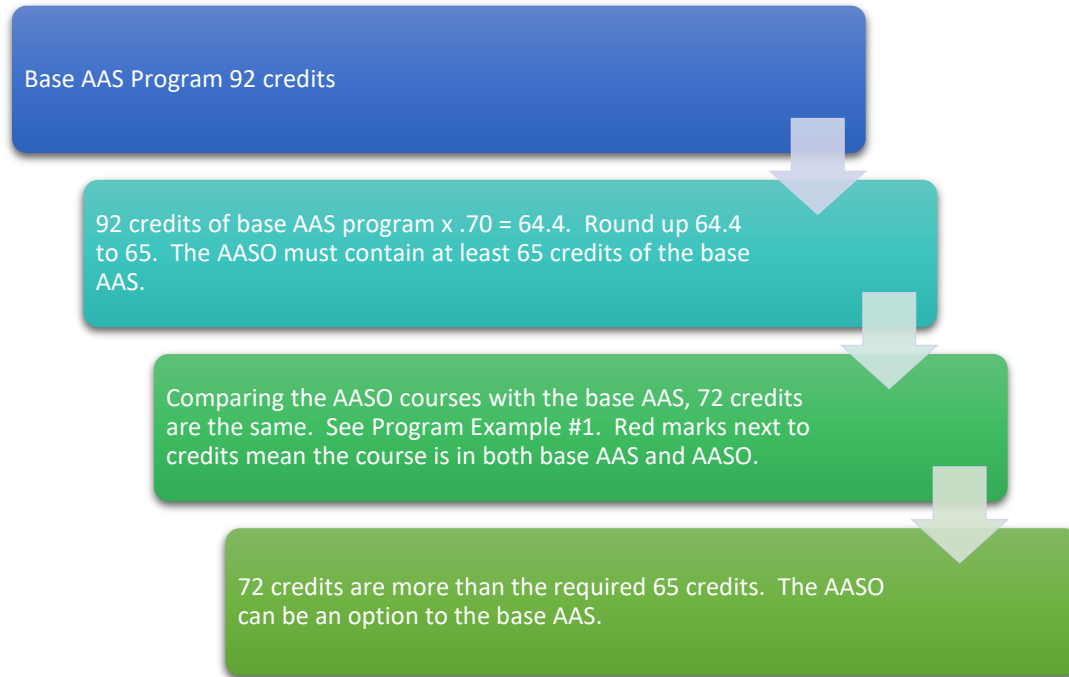
Method

Equation: “Approved Base AAS Credit” x “.70” = “Minimum Amount of Credit Required.”
Since we do not use partial credits, the “Minimum Amount of Credit Required” number must always round up to the next whole number. Example: $92 \times .70 = 64.4$ credits. The number of credits in which the program must contain is 64.4; however, we don’t calculate partial credits so this number will need to round up to the nearest whole number, 65. Why round up? Rounding down would give us a number that would be less than 70%.

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70% Rule in Action

The below information takes you through the process of calculating and understanding the 70% Rule.

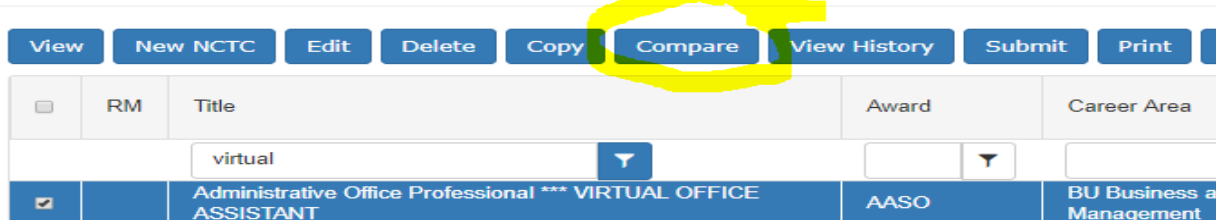


Determining the 70 % Rule

To determine if the new AASO or amended AASO contain at least 70% of the base AAS curriculum, compare the courses in the approved AAS and the new or amended AASO. To find this information highlight each program in Webforms separately and choose "compare."

Note: If you have not entered in the curriculum for the AASO, this process will look different.

Programs



<input type="checkbox"/>	RM	Title	Award	Career Area
<input checked="" type="checkbox"/>		Administrative Office Professional *** VIRTUAL OFFICE ASSISTANT	AASO	BU Business a Management

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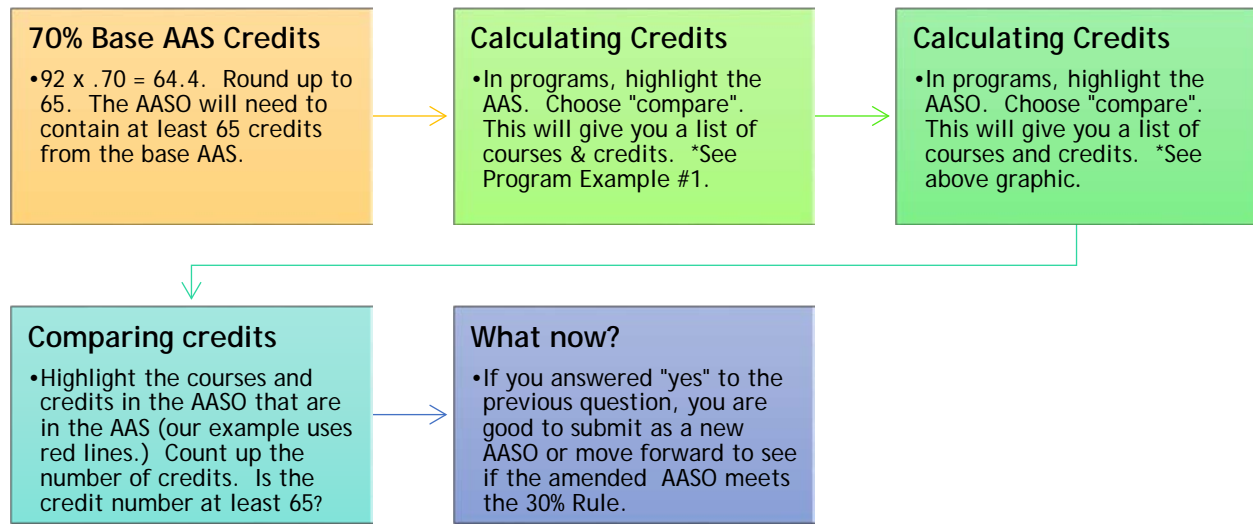
Program Example #1

BASE AAS				AMENDED AASO			
4/10/2018				2/28/2017			
Submitted on: 11/29/2016				Submitted on: 11/29/2016			
Administrative Office Professional				Administrative Office Professional *** VIRTUAL OFFICE ASSISTANT			
Award: AAS CIP: 52.0401 CIP7: I CIP8: * Credits: 92.0				Award: AASO CIP: 52.0401 CIP7: I CIP8: A Credits: 92.0			
TERM 1				TERM 1			
Course #	Course Title	Clock Hrs.	Credits	Course #	Course Title	Clock Hrs.	Credits
BT104	Business English 1	33	3	BA115	Introduction to Accounting	44	4
BT105	Business English 2	33	3	BT104	Business English 1	33	3
BT116	Office Procedures	33	3	BT105	Business English 2	33	3
BT123	Minute-Taking, Level 1	22	2	BT116	Office Procedures	33	3
BT128	Records Management	33	3	BT128	Records Management	33	3
BT186	Personal and Professional Development	33	3	BT186	Personal and Professional Development	33	3
BT210	Professional Communication Skills	44	4	BT210	Professional Communication Skills	44	4
CA117	Microsoft Publisher	33	3	CA118B	Excel Basics	33	3
CA118B	Excel Basics	33	3	CA118C1	Access Basics 1	11	1
CA118C1	Access Basics 1	11	1	CA118C2	Access Basics 2	11	1
CA118C2	Access Basics 2	11	1	CA121	Keyboarding	33	3
CA121	Keyboarding	33	3	CA122	Keyboard Skillbuilding	33	3
CA122	Keyboard Skillbuilding	33	3	CA201D	Microsoft Word Processing 1	33	3
CA201D	Microsoft Word Processing 1	33	3	CA202D	Microsoft Word Processing 2	33	3
CA202D	Microsoft Word Processing 2	33	3	CA213	Integrating Office Procedures	33	3
CA213	Integrating Office Procedures	33	3	CA100	Beginning Computing Or	33	3
CA100	Beginning Computing Or	33	3	BA131	Business Computing	(44)	(4)
BA131	Business Computing	(44)	(4)	TERM 1 Total: 46			
TERM 1 Total: 47				TERM 2			
Course #	Course Title	Clock Hrs.	Credits	Course #	Course Title	Clock Hrs.	Credits
AOPGE000	Administrative Office Professional General Education Electives	0	3	BA101	Introduction to Business	44	4
BA101	Introduction to Business	44	4	BA209	Introduction to Social Media	44	4
BA115	Introduction to Accounting	44	4	BA214	Business Communications	33	3
BA214	Business Communications	33	3	BA223	Principles of Marketing	44	4
BA226	Business Law 1	44	4	BA226	Business Law 1	44	4
BA251	Office Management	33	3	BT230	Organization Performance and Customer Service	33	3
BT230	Organization Performance and Customer Service	33	3	BT272	Virtual Office 1	44	4
BT271	Administrative Capstone Project	44	4	CA117	Microsoft Publisher	33	3
BT280C	Cooperative Work Experience	66	3	CA119	Office Desktop Publishing 1	44	4
CA119	Office Desktop Publishing 1	44	4	CA220	QuickBooks: Computerized Bookkeeping	33	3
CA208	Workplace Presentations Using PowerPoint	33	3	VAOGE000	Virtual Office Assistant General Education Electives	0	3
CA220	QuickBooks: Computerized Bookkeeping	33	3	BA104	Business Applications Using Mathematics Or	44	4
BA104	Business Applications Using Mathematics Or	44	4	MTH070	Elementary Algebra (or higher)	(44)	(4)
MTH070	Elementary Algebra (or higher)	(44)	(4)	BA251	Office Management Or	33	3
TERM 2 Total: 45				BA206	Business Management Principles Or	(44)	(4)
Administrative Office Professional Total: 92				BA250	Small Business and Entrepreneurship	(44)	(4)
				TERM 2 Total: 46			
				Administrative Office Professional *** VIRTUAL OFFICE ASSISTANT Total: 92			

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Put both comparisons side by side. See [Program Example #1](#). In this example we have put red lines next to each course in the AASO that is found in the AAS. This helps us to clearly see what courses are the same.

The college is updating their Virtual Office Assistant AASO. They want to know if it will still meet the requirements for the 70% rule.



Determining if an Amended AASO meets the 70%/30% Rule

In the example of the Administrative Office Professional AAS and the Administrative Office Professional***Virtual Office Assistant AASO above, the amended AASO met the requirements of the 70% rule. The next step is to see if the amended AASO meets the requirements of the 30% Curriculum Change rule.

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Explanation of 30% Curriculum Change Rule

Program curriculum can change as it reacts to the student, industry, and other needs. The state established the 30% Rule to define minor changes or additions to a program. Calculations are made using the approved program credits.

Purpose

The purpose of calculating the 30% change is to find the maximum amount of credits (whole number) in which the program can change and still be considered a “minor” change.

Method

Equation: “Approved Program Credit” x “.30” = “Maximum Allowed Credit Change”
 Since we do not use partial credits, the “Maximum Allowed Credit Change” number must always round down to the least whole number. Example: $99 \times .30 = 29.7$ credits. The number of credits in which the program can change is 29.7; however, we don't calculate partial credits so this number will need to be rounded down to the nearest whole number, 29. Why round down? Rounding up would give us a number that would be a change of more than 30%.

30% Rule in Action

The below information takes you through the process of calculating and understanding the 30% Rule.

EXAMPLE | See Program Example #2

Approved Program | Administrative Office Professional***Virtual Office Assistant (99 credits)

Proposed Program Amendment | Administrative Office Professional***Virtual Office Assistant (92 credits)

Approved AASO is composed of 99 credits

$99 \text{ credits} \times .30 = 29.7$. Round down to 29. The amended AASO must not have credit changes that exceed 29 credits

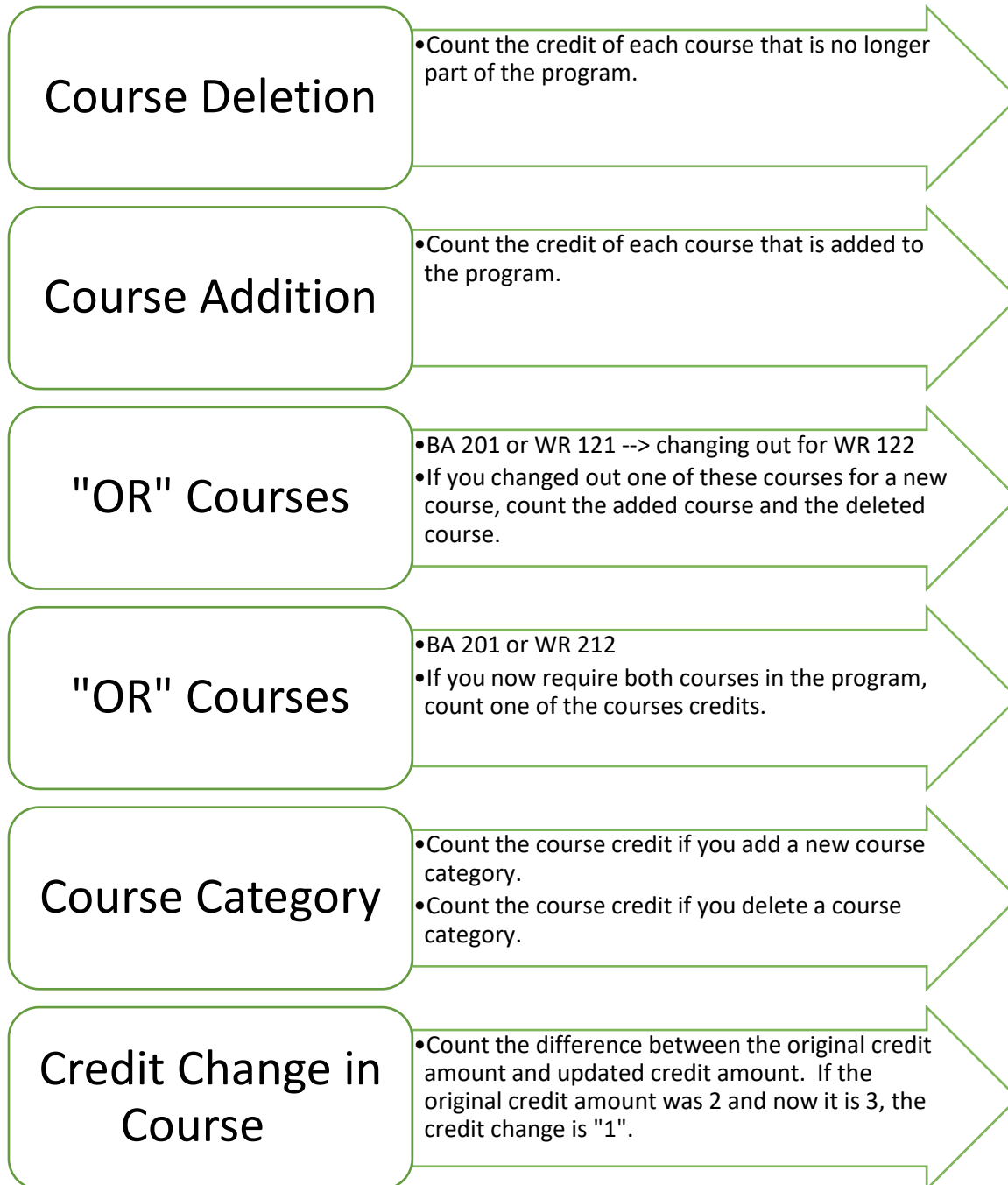
Calculate credit changes.

If the credit change does not exceed 29 credits, then submit the proposed program amendment for approval.

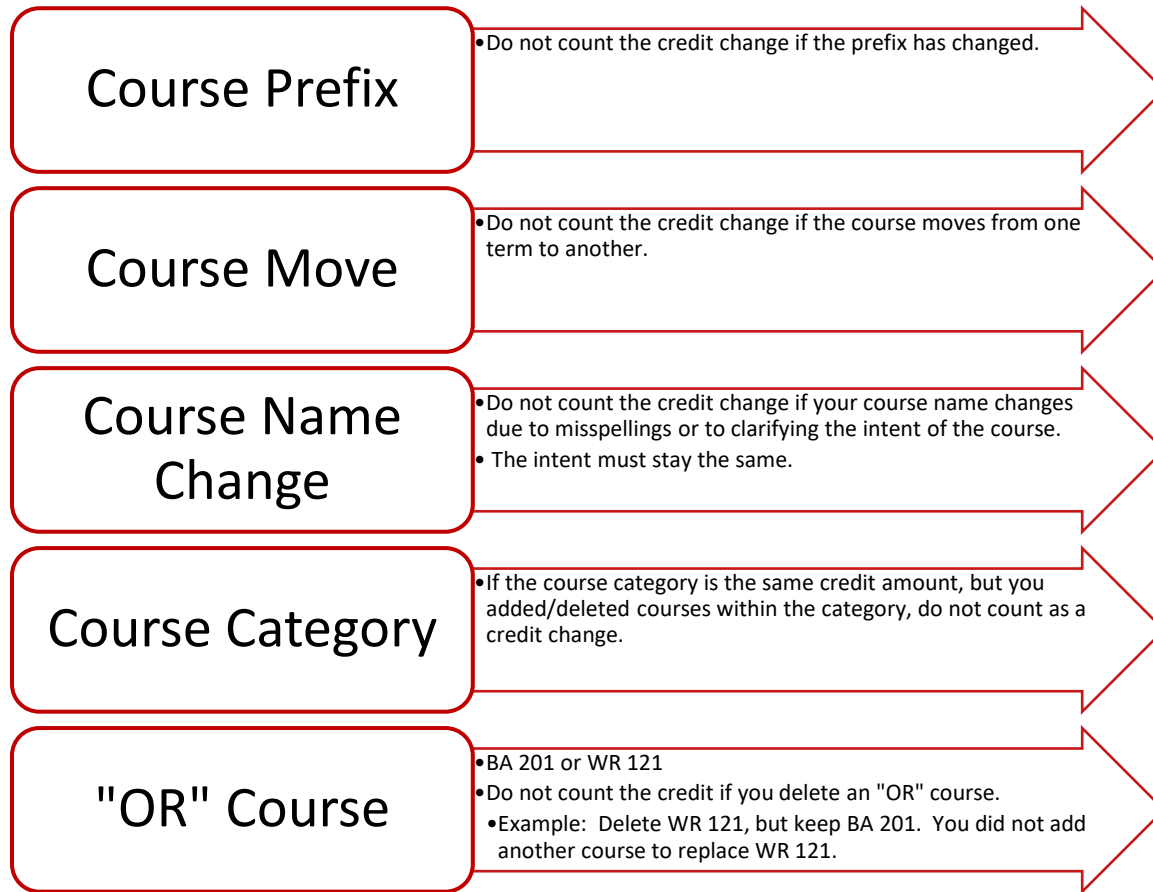
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What counts as a credit change?

The following diagrams show the common course changes seen in programs. Using the two lists below, you can calculate the credit change.

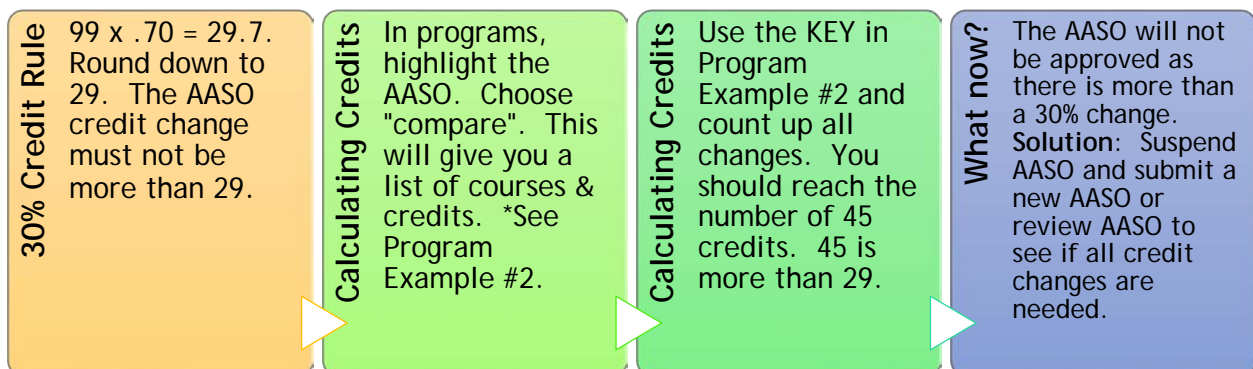


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Calculating the credits

Using **Program Example #2**, start counting your credit changes. To find this information highlight the program in Webforms separately and choose "compare." At the top of the "compare" document is a key that describes if the course was changed due to information edited, term change, course added and course removed. When calculating the change, use the credit count of the program before the changes. In this example, the credit count is 99.



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Program Example #2

Blue Text: Information Edited		Green Background: Term Changed		Blue Background: Course Added		Red Background: Course Removed					
12/2/2016				Approved on: 12/2/2016							
Administrative Office Professional *** VIRTUAL OFFICE ASSISTANT											
Award: AASO CIP: 52.0401 CIP7: I CIP8: A Credits: 99.0											
TERM 1											
Course #	Course Title	Clock Hrs.	Credits	Course #	Course Title	Clock Hrs.	Credits				
BA115	Introduction to Accounting	44	4	BA115	Introduction to Accounting	44	4				
BT105	Business English 2	33	3	BT104	Business English 1	33	3				
BT112	Proofreading/Editing	33	3	BT105	Business English 2	33	3				
BT116	Office Procedures	33	3	BT116	Office Procedures	33	3				
BT128	Introduction to Records Management	22	2	BT128	Records Management	33	3				
BT186	Personal and Professional Development	33	3	BT186	Personal and Professional Development	33	3				
BT210	Professional Communication Skills	44	4	BT210	Professional Communication Skills	44	4				
CA118A	Microsoft Windows Basics	11	1	CA118B	Excel Basics	33	3				
CA118B1	Excel Basics 1	11	1	CA118C1	Access Basics 1	11	1				
CA118B2	Excel Basics 2	11	1	CA118C2	Access Basics 2	11	1				
CA118B3	Excel Basics 3	11	1	CA121	Keyboarding	33	3				
CA118C1	Access Basics 1	11	1	CA122	Keyboard Skillbuilding	33	3				
CA118C2	Access Basics 2	11	1	CA201D	Microsoft Word Processing 1	33	3				
CA118D	Internet for the Office Environment	11	1	CA202D	Microsoft Word Processing 2	33	3				
CA118E	E-mail and Personal Information Manager Basics	11	1	CA213	Integrating Office Procedures	33	3				
CA122	Keyboard Skillbuilding	33	3	CA100	Beginning Computing	33	3				
CA201D	Microsoft Word Processing 1	33	3	BA131	Business Computing	(44)	(4)				
CA202D	Microsoft Word Processing 2	33	3	TERM 1 Total:			46				
CA208	Workplace Presentations Using PowerPoint	33	3	TERM 2							
CA213	Integrating Office Procedures	33	3	Course #	Course Title	Clock Hrs.	Credits				
CIS101	Introduction to Microcomputer Applications	33	3	BA101	Introduction to Business	44	4				
CA100	Beginning Computing	(33)	(3)	BA209	Introduction to Social Media	44	4				
TERM 1 Total:			48	BA214	Business Communications	33	3				
TERM 2											
Course #	Course Title	Clock Hrs.	Credits	BA223	Principles of Marketing	44	4				
BA101	Introduction to Business	44	4	BA226	Business Law 1	44	4				
BA209	Introduction to Social Media	44	4	BT230	Organization Performance and Customer Service	33	3				
BA214	Business Communications	33	3	BT272	Virtual Office 1	44	4				
BA223	Principles of Marketing	44	4	CA117	Microsoft Publisher	33	3				
BA226	Business Law 1	44	4	CA119	Office Desktop Publishing 1	44	4				
BT230	Organization Performance and Customer Service	33	3	CA220	QuickBooks: Computerized Bookkeeping	33	3				
BT272	Virtual Office 1	44	4	VAOGE000	Virtual Office Assistant General Education Electives	0	3				
BT273	Virtual Office 2	44	4	BA104	Business Applications Using Mathematics	44	4				
CA119	Office Desktop Publishing 1	44	4	Or							
CA220	QuickBooks: Computerized Bookkeeping	33	3	MTH070	Elementary Algebra (or higher)	(44)	(4)				
CA225	Advanced Document Production	33	3	BA251	Office Management	33	3				
PSY104	Workplace Psychology	44	4	Or							
BA104	Business Applications Using Mathematics	44	4	BA206	Business Management Principles	(44)	(4)				
Or				Or							
MTH070	Elementary Algebra (or higher)	(44)	(4)	BA250	Small Business and Entrepreneurship	(44)	(4)				
TERM 2 Total:			46	TERM 2 Total:			46				
Administrative Office Professional *** VIRTUAL OFFICE ASSISTANT Total:								92			