ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

December 15, 2020

for the period September 17 – November 5, 2020

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Antonio Ramirez, Counseling

Robert Senior, English

Shane Anderson, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andria Keiser, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Kristy Soriano, Associated Student Body Government

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Non-Credit Education (non-voting, vacant)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____

                              President, Academic Senate   Date

                              Allan Hancock College

Adopted by Board of Trustees: _____

                              President, Board of Trustees   Date

                              Allan Hancock Joint Community College District

NEW COURSES AND PROGRAMS RECOMMENDED FOR ADOPTION

This section lists all new courses and programs including credit, noncredit, experimental, and special topics. Effective 2021/2022 catalog.

NEW Credit Courses

Course Prefix & Number	Course Title	Units
CBIS:	LMI data supplied by the Center for Excellence supports the regional need for two new courses under the Computer Business Information Systems discipline. The courses align with the mission of the college and provides students with the foundational skills needed to enter the field of information security. CBIS 310 and CBIS 311 were designed for a new certificate in information security.	
CBIS 310	Information Security Awareness for Business Professionals Advisory: CBIS 101	3
CBIS 311	Information Security Planning for Business Managers Advisory: CBIS 101	3
FSN 149	Cooperative Work Experience: Food Science & Nutrition	1-8
MB 352	MB Administrative Procedures The course is cross-listed with MA 352. This tracks the students who are mainly interested in Medical Billing and Coding. The LOE remains to ensure adequate priority enrollment for medical billing and coding majors.	4
MB 360	Medical Billing & Insurance The course replaces MA 360 Medical Billing & Insurance. The course prefix is changed to MB to better represent the intent of the courses as a required content and skill for careers in medical billing and coding.	4
MB 361	Coding for Medical Insurance Corequisite: MB 360 or MA 360 Limitation on enrollment: admittance to the medical billing program and/or completion of first semester medical billing or equivalent courses.	3
Physics:	The establishment of courses in numerical methods is listed as a high priority goal in the Physics Program Review of 2018. The use of computers for physical modeling, calculation, and simulation is now so ubiquitous that all recent national reports (J-TUPP Physics 21 and AAPT Recommendations for Computational Physics) on physics instruction recommend the addition of a computational component to curricula. This course aligns with Program Learning Outcomes and with the Educational Master Plan in that it supports the institutional learning objectives of Quantitative Literacy, Scientific Literacy, and Information and Technology Literacy and is designed to meet the needs of transfer students	
PHYS 171	Computational Techniques for Physics I: Mechanics Prerequisite: PHYS 161 Engineering Physics 1 or Corequisite: PHYS 161 Engineering Physics 1	1
PHYS 172	Computational Techniques for Physics II: Modern Physics Prerequisite: PHYS 162 Engineering Physics 2 or Corequisite: PHYS 162 Engineering Physics 2	1

Course		
PHYS 173	Computational Techniques for Physics III: Electricity & Magnetism	1
	Prerequisite: PHYS 163 Engineering Physics 3 or	
	Corequisite: PHYS 163 Engineering Physics 3	

NEW Experimental and Special Topic Credit Courses

Course Prefix & Number	Course Title	Units
CBIS 379A	An Introduction to Business Website Development	1
THEA 198T	Rep of Into the Woods to Native Garden	3
THEA 199S	Exploration of Into the Woods to Native Gardens	1
THEA 199T	Rep of Into the Woods to Native Garden	3

NEW Noncredit Courses

Course Prefix & Number	Course Title	Hours
NESL 7030	ESL for the Written Driving Test	12-18
VOCE 7700	Careers in Culinary Arts & Hospitality	12-14

NEW Credit Program

Discipline	Program Title and Program Award	Units
CBIS	Information Security for Business, Certificate of Accomplishment	12
	Demand for information security skills has increased as firms increasingly expand their operations to digital platforms. Nation-wide and state-wide there is a need for business managers with IT knowledge to address the growing need for data security at the organizational level while considering the different layers of security: hardware, software, data, people and procedures. These needs have been identified at the local and sector Advisory Committees.	

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle. Specific modifications are noted below. Modifications effective 2021/22.

Course Prefix & Number	Course Title	Units
ART 101	Art Appreciation	3
	Advisory: ENGL 101 or READ 110	
	Replaced ENGL 514 advisory with ENGL 101	

ART	103	Art History Ancient to Medieval	3

Advisory: ENGL 101 or READ 110
Replaced ENGL 514 advisory with ENGL 101

ART	104	Art History Renaissance to Modern	3

Advisory: READ 110 or ENGL 101
Replaced ENGL 514 advisory with ENGL 101

ART	105	Art History of Mexico	3

Advisory: READ 110 or ENGL 101
Replaced ENGL 514 advisory with ENGL 101

ART	106	Art of the 20th Century	3

Advisories: ART 103 and ART 104 and READ 110 or ENGL 101
Replaced ENGL 514 advisory with ENGL 101

ART	108	Design 1 on the Computer	3

Modified catalog description, course content, objectives and outcomes

ART	112	Design Color Theory	3

Advisories: ART 110 or GRPH 108 or ART 108

ART	115	Introduction to Animation	3
ART	120	Drawing 1	3
ART	121	Drawing 2	3

Prerequisite: ART 120

ART	123	Life Drawing 2	3

Prerequisite: ART 122

ART	124	Mixed Media 1	3

Advisory: ART 110 and ART 151
Modified advisory to include ART 151

ART	133	Composition Studies: Figure 1	0.5

Advisories: ART 120 and ART 122

ART	134	Composition Studies: Figure 2	0.5

Prerequisite: ART 133

ART	137	Life Drawing 3	3

Prerequisite: ART123

ART	144	Mixed Media 2	3

Prerequisite: ART 124

ART	151	Painting 1	3

Advisories: ART 110, ART 120

ART	152	Painting 2	3

Prerequisite: ART 151

ART	153	Painting 3	3

Prerequisite: ART 152

ART	162	Ceramics 3	3

Advisory: ART 161

ART	163	Ceramics Workshop	3

Advisory: ART 162

ART	165	Sculpture 2	3

Advisory: ART 164

ART	366	Working the Potter's Wheel	2

ART	367	Advanced Potter's Wheel	2
		Advisory: ART 366	
ART	368	Modifying Forms from the Wheel	2
		Advisory: ART 367	
ART	399	Topics in Art	1-4
		Prerequisites, co-requisites or advisories will be included for each course developed under this curriculum shell, as is appropriate for the discipline described in the course title.	
BUS	149	Cooperative Work Experience: Occupational	1
BUS	355	Issues in Internet Law	0.5
BUS	356	Managing Organizations	0.5
BUS	357	Management: Listening	0.5
BUS	358	Managing Individuals	0.5
BUS	367	Managing Change	0.5
BUS	368	Online Auctions	0.5
BUS	369	Employment Law	0.5
BUS	370	Ethics and Integrity	0.5
BUS	371	Sexual Harassment Prevention	0.5
BUS	372	Workplace Diversity	0.5
BUS	373	Forming a Small Business	0.5
BUS	374	Business Incorporation	0.5
BUS	375	Patents and Copyrights	0.5
BUS	376	Strategic Planning	0.5
BUS	377	Managing Service Quality	0.5
BUS	378	Effective Sales Methods	0.5
BUS	380	Marketing Strategies	0.5
BUS	381	Entering Global Markets	0.5
BUS	382	Advertising & Public Relations Strategies	0.5
BUS	386	Business Resume Writing	1
BUS	387	Executive Leadership: Series	3
BUS	389	Customer Service: Series	3
BUS	390	Business Entrepreneurship Law	3
BUS	391	Human Resources Mgt: Series	3
BUS	392	Performance Evaluation	0.5
BUS	393	Business Report Writing	0.5
BUS	394	Managing Verbal Communication	0.5
BUS	396	Performance Measurement	0.5
BUS	397	Executive Leadership	0.5
BUS	398	Efficient Meetings	0.5
CA	118	Beverage Management	1
CA	119	Introduction to the Hospitality Industry	2
CA	120	Principles of Foods 1	4
		Prerequisite: CA 124 or concurrent enrollment in CA 124 or Food Safety Manager Certificate (current or expired). MATH advisory course removed	

CA	121	Basic Baking and Pastry	3

Prerequisite: CA 124 or concurrent enrollment in CA 124 or Food Safety Manager Certificate (current or expired).
MATH advisory course removed

CA	122	Advanced Baking and Pastry	3

Prerequisite: CA 121

CA	123	Principles of Foods 2	1

Prerequisite: CA 120 or FCS 120

CA	124	Sanitation, Safety, and Equipment	3

Updated DL course outline addendum and textbook.

CA	125	Supervision and Training Techniques	3

Updated DL course outline addendum.

CA	126	Food Production Cost, Control and Management	3

Updated DL course outline addendum, textbook, and added spring course offering, removed MATH advisory course.

CA	129	Catering and Events Management	3
CA	323	Specialty and Wedding Cakes	1

Prerequisite: CA 124
New prerequisite course, changed course offering to fall semester.

CA	324	Cake Decorating and Decorative Work	1

Prerequisite: CA 124
New prerequisite, added fall semester course offering

CBIS	321	Internet Business Applications	3

Modifications include updating textbooks, DL addendum, instruction methods, assignments, and evaluation methods

ECS	100	Child Growth and Development	3
ECS	101	Child, Family and Community	3

ENGL advisory course removed, updated DL course outline addendum and textbook to OER, reviewed for general education and CSU/UC transfer requirements.

ECS	102	Child Health, Safety & Nutrition	3

ENGL advisory course removed, updated DL course outline addendum, textbook, propose for DL, College Now, and general education.

ECS	104	Principles and Practices of Teaching Young Children	3

ENGL advisory course removed, updated textbook

ECS	105	Observation and Assessment	3

Prerequisite: ECS 100
Advisory: ECS 149

ECS	106	Introduction to Early Childhood Curriculum	3

Prerequisite: ECS 105
Corequisite: ECS 149
ENGL advisory course removed, new corequisite course, updated textbook and materials.

ECS	111	Administration I: Programs in Early Childhood Education	3

Prerequisite: ECS 106
ENGL advisory course removed, updated DL course outline addendum, and textbook.

ECS	112	Introduction to Young Children with Special Needs	3
		ENGL advisory course removed, updated DL course outline addendum, change course offering from fall to spring.	
ECS	113	Curriculum and Strategies for Children with Special Needs	3
		Advisories: ECS 100 and ECS 112	
ECS	114	Parent/Child Relationships	3
		ENGL advisory course removed.	
ECS	115	Care and Education for Infants and Toddlers	3
		Advisory: ECS 151	
		ENGL advisory course removed, updated DL course outline addendum	
ECS	116	Teaching in a Diverse Society	3
		Advisory: ECS 101	
		ENGL advisory course removed, updated DL course outline addendum and general education status.	
ECS	118	Practicum: Preschool	3
		Prerequisite: ECS 106	
		ENGL advisory course removed	
ECS	119	Practicum: Infant/Toddler	3
		Prerequisite: ECS 106	
		Advisories: ECS 115 and ECS 151	
		ENGL advisory course removed	
ECS	120	Adult Supervision and Mentoring In Early Childhood Education	2
		Prerequisite: ECS 106	
		ENGL advisory course removed, updated DL course outline addendum	
ECS	122	Positive Child Guidance	3
		ENGL advisory course removed, updated DL course outline addendum	
ECS	125	Curriculum for School-Age Children	3
		Advisories: ECS 100 and ECS 101	
		ENGL advisory course removed	
ECS	130	Exploring Teaching	3
		Advisory: ENGL 101	
ECS	132	Child Identity and Learning	3
		Advisories: ECS 100 and ENGL 101	
		Updated DL course outline addendum	
ECS	150	Administration II: Personnel and Leadership in Early Childhood Education	3
		Prerequisite: ECS 106	
		ENGL advisory course removed	
ECS	151	Infant and Toddler Development	3
		ENGL advisory course removed	
ECS	303	Introduction to Early Childhood	2
ECS	320	Administration: Staff Leadership	1
		Prerequisite: ECS 105	
		ENGL advisory course removed, updated textbook	
ECS	321	Administration: Professional Ethics	1
		Prerequisite: ECS 106	

		Advisory: ECS 100	
ECS	322	Administration: Parents as Partners	1
		Prerequisite: ECS 106	
		ENGL advisory course removed	
EDUC	130	Exploring Teaching	3
		Advisory: ENGL 101	
EDUC	132	Child Identity and Learning	3
		Advisories: ECS 100 and ENGL 100	
		Updated DL course outline addendum	
ENTR	101	Intro to Entrepreneurship	3
ENTR	102	Entrepreneurship Projects	3
FASH	101	Fashion Industry and Marketing	3
FASH	102	Fashion Design Analysis	3
FASH	103	Textiles	3
FASH	104	Historic Fashion/Costume	3
FASH	110	Apparel Construction 1	3
FCS	131	Life Management	3
		Advisory: ENGL 101	
FSN	109	Basic Nutrition for Health	3
		Advisory ENGL 100	
		New advisory course	
FSN	110	Nutrition Science	3
		Advisory: MATH 521 and ENGL 100	
		New advisory courses	
FSN	112	Behavioral Nutrition	3
		Advisory: FSN 109 and ENGL 100	
		New advisory courses	
FSN	132	Introduction to Culinology Professions	3
		Advisory: ENGL 100	
		Replaced ENGL 512 advisory course	
FSN	133	Introduction to Food Science	3
		Advisory: CHEM 120 and ENGL 100	
		Changed CHEM 120 prerequisite to advisory, and replaced ENGL 514 advisory to ENGL 100.	
FSN	134	Food, Nutrition Customs and Culture	3
		Prerequisite: CA 124	
		Advisory: CA 120 and ENGL 100	
		New ENGL advisory course	
INTD	170	Interior Design	3
		Formerly FCS 170	
INTD	171	Interior Design Materials	3
		Formerly FCS 171	
		Advisory: MATH 521	

MATH	121	Trigonometry	3

Prerequisite: MATH 331 or successful completion of MATH 334
Reviewed general education status.
CSU GE Area B4

MATH	131	College Algebra	3

Prerequisite: MATH 331 or MATH 334
Updated DL course outline addendum, reviewed general education status.
AHC GE Category 4B
CSU GE Area B4

MATH	135S	Support for MATH 135: Calculus with Applications	1.5

Corequisite: MATH 135

MATH	141	Precalculus	6

Prerequisite MATH 331 or MATH 334
Updated DL course outline addendum, reviewed general education status.
CSU GE Area B4
IGETC Area 2A

MATH	331	Algebra 2	4

Updated textbook and DL course outline addendum

MATH	331S	Support for Math 331: Algebra 2	

PLGL	101	Intro to Paralegal Studies	3
PLGL	102	Criminal Law & Procedure	3
PLGL	103	Civil Litigation	3
PLGL	104	Legal Research & Writing	3
PLGL	105	Legal Analysis & Writing	3
PLGL	106	Case Management	3
PLGL	107	Ethics for Paralegals	1
PLGL	108	Wills and Trusts	3
PLGL	109	Family Law	3
PLGL	110	Intellectual Property Law	3
PLGL	111	Tort Law for Paralegals	3
PLGL	112	Corporations, Partnership, LLC	3

RE	100	Real Estate Principles	3
RE	302	Legal Aspects Of Real Estate	3
RE	303	Real Estate Practices	3
RE	305	Real Estate Appraisal	3
RE	306	Property Management	3

SPAN	103	Intermediate Spanish I	5
SPAN	104	Intermediate Spanish II	5

WFT	301	Introduction to Incident Command System IS700 & IS800	0.5

Formerly Introduction to Incident Command System 1-10

WFT	305	Firefighter Training S-130	2

Formerly WFTO 311

WFT	306	Advanced Firefighter Training S-131	0.5
		Formerly WFTO 312	
WFT	307	Introduction to Wildland Fire Behavior S-190	0.5
		Formerly WFTO 313	
WFT	308	Initial Attack Commander ICT S-200	1.5
		Formerly WFTO 314	
WFT	309	Fire Operations in the Urban Interface S-215 (NEW)	1
		Formerly WFTO 316 Fire Operations in the Urban Interface S-205, 2 units	
WFT	310	Portable Pumps and Water Use S-211	1.5
		Formerly WFTO 317, 1.5 units	
WFT	311	Wildfire Power Saws S-212	1.5
		Formerly WFTO 318	
WFT	312	Firing Operations S-219 (NEW)	2
		Formerly WFTO 325 Ignition Operations S-234	
WFT	313	Crew Boss S-230	1.5
		Formerly WFTO 321	
WFT	314	Engine Boss S-321	0.5
		Formerly WFTO 322	
WFT	315	Heavy Equipment Boss S-236 (NEW)	1
		Formerly WFTO 323 Dozer Boss S-232	
WFT	316	Field Observer S-244	2
		Formerly WFTO 328	
WFT	318	Status/Check-In Recorder S-248 (NEW)	0.5
		Formerly WFTL 311 Check-in-Recorder/Status Recorder J-248	
WFT	319	Fire Business Management Principles S-260	1
		Formerly WFTO 329	
WFT	320	Applied Business Management Principles S-261 (NEW)	1.5
		Formerly WFTL 320 Fire Business Management Principles S-260	
WFT	321	Basic Air Operations S-270	1
		Formerly WFTO 330	
WFT	323	Extended Attack Incident Commander S-300 (NEW)	1
		Formerly WFTO 333, Incident Commander Multiple Resources S-300, 1.5 units	
WFT	324	Taskforce/Strike Team Leader S-330	1.5
		Formerly WFTO 335	
WFT	325	Division/Group Supervisor S-339	1
		Formerly WFTO 337	
WFT	326	Air Support Group Supervisor S-375	2
		Formerly WFTO 341, 1.5 units	
WFT	327	Introduction to Wildland Fire Behavior Calculations S-390	2
		Formerly WFTO 344	
WFT	328	Safety Officer S-404	2
		Formerly WFTO 347	
WFT	329	Air Operations Branch Director S-470	2
		Formerly WFTO 356	
WFT	330	Followership to Leadership L-280	1

		Formerly WFTO 363	
WFT	331	Incident Leadership L-381	2
		Formerly WFTO 364	
WFT	332	Facilitative Instructor M-410	2
		Formerly WFTP 310	
WFT	333	Prescribed Fire Implementation RX-301	2
		Formerly WFTP 323	
WFT	334	Introduction to Fire Effects RX-310	2
		Formerly WFTP 323	
WFT	335	Prescribed Fire Plan Preparation RX-341	2
		Formerly WFTP 326	

Noncredit Course Review

Course Prefix and No.		Course Title	Hours
OLDR	7200	Int. Watercolor Painting	24-54
OLDR	7209	Botanical Illustration	24-54
OLDR	7211	The Joy of Drawing	24-54
OLDR	7213	Painting in Oils and Acrylics	24-54
HOEC	7106A	Modern Tailoring Techniques	60-68
WKPR	7000	Planning Your Next Job/Career	2-8
WKPR	7001	Planning a Job Search	2-8
WKPR	7002	Impression Management	2-8

MODIFICATIONS
Effective 2021/2022 catalog publication

Course Modifications

Course Prefix & Course No.		Course Title	Units
AG	154	Introduction to Fruit Science	3
		The current course proposal incorrectly indicates that there is a lab associated with this course. This proposal is to remove reference to lab. Also, additional information was added in the assignments tab.	
AG	156	Intro to Environmental Horticulture	3
		The current course proposal incorrectly indicates that there is a lab associated with this course. This proposal is to remove reference to lab. Also, additional information was added in the assignments tab.	
AG	160	Plant Propagation and Production	3
		Prerequisite: AG 161 or BIOL 154	
		We have received feedback from students and the course instructor alike that led to the realization that this class should have a prerequisite to adequately prepare students for the more advanced content. Comparable university courses also require a prerequisite,	

as the lecture and lab content in AG 160 assumes basic understanding of plant biology. Lab content has now been added.

| AG | 162 | Agricultural Plant Pathology | 4 |

Corequisite: AG 161 or BIOL 100

This course is a major core course for the first in two stackable certificate programs. It currently has a prerequisite of either AG 161 or BIOL 100. In creating the program map for students to complete this certificate in one year (and both stackable certificates in two years) it became apparent that the prerequisites should be changed to corequisites to allow for students to complete the program within a reasonable time frame.

| AG | 163 | Economic Entomology | 4 |

Corequisite: BIOL 100

This course is a major core course for the first in two stackable certificate programs. It currently has a prerequisite of BIOL 100. In creating the program map for students to complete this certificate in one year (and both stackable certificates in two years) it became apparent that the prerequisite should be changed to a corequisite to allow for students to complete the program within a reasonable time frame.

| AG | 164 | Weed Science | 4 |

Corequisite: 161 or BIOL 100

This course is a major core course for the first in two stackable certificate programs. It currently has a prerequisite of either AG 161 or BIOL 100. In creating the program map for students to complete this certificate in one year (and both stackable certificates in two years) it became apparent that the prerequisites should be changed to corequisites to allow for students to complete the program within a reasonable time frame

| ANTH | 122 | States of Consciousness | 3 |

| EMS | 301 | Emergency Medical Services Academy 1A | 6 |

Advisories: ENGL 514

Prerequisite: EMS 300 and completion of or concurrent enrollment in EMS 306; EMS 306

| EMS | 307 | Wilderness EMS – First Responder and Survival | 2.5 |

Correction to grading option from P/NP to Letter Grade Only

| FT | 101 | Fire Protection Organization | 3 |
| FT | 102 | Fire Prevention Technology | 3 |

Advisory: Completion of or concurrent enrollment in FT 101

| FT | 103 | Fire Protection Equipment and Systems | 3 |

Advisory: Completion of or concurrent enrollment in FT 101

| FT | 104 | Building Construction for Fire Protection | 3 |

Advisory: Completion of or concurrent enrollment in FT 101

| FT | 106 | Principles of Fire & Emergency Safety & Survival | 3 |
| FT | 347 | Vehicle Extrication | 0.5 |

Modifications made per California State Fire Marshal standards: course objectives, instruction methods, assignments.

| FT | 364 | Rope Rescue Technician | 1 |

Prerequisite: FT 360 and FT 363

Modifications made per state fire training mandates: course title change, catalog description, assignments, textbook, evaluation methods, outcomes, and prerequisites.

| FT | 365 | Trench Rescue Technician | 0.5 |

Prerequisite: FT 360

Modifications made per State Fire Marshal Standards: course title, catalog description, grading, NEW prerequisite, content, instruction, assignments, evaluation, and text

GEOG	115	Physical Geography Laboratory	1
HUM	103	East Asian Civilization	3
NURS	300	CNA/Acute Care Aide	14

NURS 300 — Prerequisite: ENGL 101 Freshman Composition: Exposition.
Limitation on enrollment: Admittance to the CNA Program

PROD	301	Introduction to Life and Career Planning	3

PROD 301 — Grading option changed from GR/P/NP to Pass/No Pass, updated textbook edition

Program Modifications

Discipline	Program Title	Units
CBIS	Computer Business Office Software, Certificate of Accomplishment	7
	Advisory Committee has requested more coverage on soft skills, business application, collaboration scenarios, and communication, so CBIS 301 has been added to the certificate to cover these aspects. CBIS 373, Introduction to Windows is being removed from the program	
MMAC	Media Arts: Multimedia, Associate in Science	38
	New and evolving technology has created a skills gap as it develops more quickly than the industry can keep up. Proficiency in current 2D and 3D design software and hardware is critical, creating a need for multimedia designers with state-of-the-art skills. Curriculum emphases have been modified in response to industry demand for skill-sets and tool proficiency.	
WFT	Wildland Fire Technology, Associate in Science Degree	30
	Per Advisory Committee recommendations, consolidating Wildland Fire Degree and Certificate Program. The modification is based in the consolidation of 4-degree programs in the same major. This program layout has proven to be ineffective as students are confused by the large volume of courses listed and don't recognize a clear path to success. We have kept the currently approved core courses for the degree and certificate. This will anchor the effort moving forward. Elective credit will be earned through the Fire and EMS academies as well as Fire Technology course work. Students will have a very clear picture and roadmap for success with the inception of this new program map. The curriculum will look at the chemistry of fires, the impact of fuel types weather and topography. The curriculum will allow students the opportunity to learn about firefighter safety, equipment, and the management of wildfires.	

REQUEST FOR DISTANCE LEARNING

Distance learning courses may be offered online, partly online, or onsite.

Course Prefix & Course No.	Course Title	Units
ANTH 110	Biological Anthropology Lab	1
ANTH 122	States of Consciousness	3
ART 103	Art History Ancient to Medieval	3
ART 105	Art History of Mexico	3
ART 120	Drawing 1	3
ART 121	Drawing 2	3
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
BIOL 128	Microbiology	4.5
BIOL 132	Marine Biology	4
BIOL 150	Cellular Biology	5
BIOL 154	General Botany	5
CA 118	Beverage Management	1
CA 119	Introduction to the Hospitality Industry	2
CA 120	Principles of Foods 1	4
CA 121	Basic Baking and Pastry	3
CA 122	Advanced Baking and Pastry	3
CA 123	Principles of Foods 2	1
CA 323	Specialty and Wedding Cakes	1
CA 324	Cake Decorating and Decorative Work	1
CBIS 310	Information Security Awareness for Business Professionals	3
CBIS 311	Information Security Planning for Business Managers	3
ECS 102	Child Health, Safety & Nutrition	3
ECS 104	Principles and Practices of Teaching Young Children	3
ECS 105	Observation and Assessment	3
ECS 106	Introduction to Early Childhood Curriculum	3
ECS 113	Curriculum and Strategies for Children with Special Needs	3
ECS 114	Parent/Child Relationships	3
ECS 118	Practicum: Preschool	3
ECS 119	Practicum: Infant/Toddler	3
ECS 125	Curriculum for School-Age Children	3
ECS 130	Exploring Teaching	3
ECS 303	Introduction to Early Childhood	2
ECS 320	Administration: Staff Leadership	1
ECS 321	Administration: Professional Ethics	1
ECS 322	Administration: Parents as Partners	1
EDUC 130	Exploring Teaching	3
FASH 101	Fashion Industry and Marketing	3

FASH	102	Fashion Design Analysis	3
FASH	103	Textiles	3
FASH	104	Historic Fashion/Costume	3
FASH	110	Apparel Construction 1	3
FCS	131	Life Management	3.0
FSN	112	Behavioral Nutrition	3
FSN	132	Introduction to Culinology Professions	1
FSN	133	Introduction to Food Science	3
FSN	134	Food, Nutrition Customs and Culture	4
GEOG	115	Physical Geography Laboratory	1
HUM	103	East Asian Civilization	3
HUSV	101	Introduction to Human Services: Becoming a Helping Professional	3
HUSV	102	Case Management Skills	3
HUSV	103	Basic Counseling Skills	3
HUSV	104	Group Dynamics	3
HUSV	106	Family Systems, Addiction & Trauma	3
HUSV	107	Serving Culturally Diverse Clients	3
HUSV	108	Crisis Intervention Skills	3
HUSV	110	Alcohol, Other Drugs, and Addiction	3
HUSV	111	Addiction Treatment and Recovery	3
HUSV	112	Motivational Interviewing and Nonconfrontational Approaches	3
HUSV	113	Women and Addiction	3
HUSV	120	Human Services (General) Practicum	2
HUSV	121	Human Services (General) Practicum Seminar	2
HUSV	122	States Of Consciousness	3
HUSV	126	Meditation, Mindfulness, and Stress Reduction	3
HUSV	127	Emotional Intelligence	3
HUSV	128	Positive Psychology	3
HUSV	130	Addiction Studies Practicum	4
HUSV	131	Addiction Studies Practicum Seminar	3
HUSV	132	Drugs, the Brain and the Body	3
HUSV	135	Ethics for Human Services Professionals	2
HUSV	140	Co-occurring Disorders Practicum	2
HUSV	141	Co Occurring Disorders Practicum Seminar	3
HUSV	142	Co-occurring Disorders: Engagement	3
HUSV	143	Co-occurring Disorders: Integrated Interventions	3
HUSV	145	Effective Writing for Human Services	2
HUSV	150	Family Studies Practicum	2
HUSV	151	Family Studies Practicum Seminar	2
HUSV	160	Family Service Worker 2 Practicum	2
HUSV	161	Family Service Worker 2 Practicum Seminar	2
HUSV	170	Concurrent Human Services Practicum	2

HUSV	189	Independent Projects in Human Services	1 – 3
INTD	170	Interior Design	3
INTD	171	Interior Design Materials	3
MATH	100	Nature of Modern Mathematics	3
MATH	105	Mathematics for Teachers	3
MATH	121	Trigonometry	3
MATH	123S	Support for Math 123: Elementary Statistics	1
MATH	131S	Support for Math 131: College Algebra	1.5
MATH	135	Calculus w/ Applications	4
MATH	135S	Support for Math 135: Calculus with Applications	1.5
MATH	141S	Support for Math 141: Precalculus	1.5
MATH	331S	Support for Math 331: Algebra 2	1
MB	352	MB Administrative Procedures	4
MB	360	Medical Billing & Insurance	4
NURS	300	CNA Acute Care Aide	14
PE	128	Sport Psychology	3
PHTO	170	Digital Photography	3
PHYS	141	General Physics 1	4
PHYS	142	General Physics 2	4
PHYS	161	Engineering Physics 1	4
PHYS	162	Engineering Physics 2	4
PHYS	163	Engineering Physics 3	4
PSY	101	General Psychology	3
PSY	105	Research Methods in Psychology	3
PSY	106	Alcohol, Other Drugs, and Addiction	3
PSY	117	Child Psychology	3
PSY	122	States of Consciousness	3
PSY	127	Emotional Intelligence	3
PSY	128	Positive Psychology	3
PSY	132	Drugs, the Brain and the Body	3
PSY	142	Co-occurring Disorders Engagement	3
PSY	143	Co-Occurring Disorders: Integrated Interventions	3
PSY	189	Independent Projects	1-3
VOCE	7109	Microsoft Windows	14-18
VOCE	7110	Social Media	14-18
VOCE	7111	Email	14-18
VOCE	7112	Intro to Microsoft PowerPoint	14-18

COURSE CONVERSIONS: ERT

Emergency Remote Teaching (ERT) – existing courses that use face-to-face instruction but are converted to remote instruction through the use of technology in the event of mandated restrictions on face-to-face instruction.

Course Prefix	Course No.	Course Title	Units
AG	100	Introduction to Agricultural Studies and Careers	1
AG	125	Soils and Plant Nutrition	4
AG	130	Integrated Pest Management	4
AG	150	Introduction to Agribusiness	3
AG	152	Introduction to Animal Science	3
AG	153	Introduction to Sustainable Agriculture	3
AG	154	Introduction to Fruit Science	3
AG	155	Introduction to Mechanized Agriculture	3
AG	156	Intro to Environmental Horticulture	3
AG	157	Agricultural Sales, Communication & Leadership	3
AG	158	Agricultural Economics	3
AG	160	Plant Propagation and Production	3
AG	161	Introduction to Plant Science	4
AG	162	Agricultural Plant Pathology	4
AG	163	Economic Entomology	4
AG	164	Weed Science	4
AG	165	Qualified Applicator Training	2
AG	315	Fertilizers & Plant Nutrition	4
ARCH	111	Architectural Graphics & Design I	3
ARCH	112	Architectural Graphics & Design II	3
ARCH	122	Architectural Drawing 2	4
ARCH	160	Digital Tools in Architecture	3
ARCH	321	International Building Code	3
ART	104	Art History Renaissance to Modern	3
ART	106	Art of the 20th Century	3
ART	108	Design 1 on the Computer	3
ART	112	Design Color Theory	3
ART	115	Introduction to Animation	3
ART	120	Drawing 1	3
ART	121	Drawing 2	3
ART	123	Life Drawing 2	3
ART	124	Mixed Media 1	3
ART	133	Composition Studies: Figure 1	0.5
ART	134	Composition Studies: Figure 2	0.5
ART	137	Life Drawing 3	3
ART	144	Mixed Media 2	3
ART	151	Painting 1	3

ART	152	Painting 2	3
ART	153	Painting 3	3
ART	162	Ceramics 3	3
ART	163	Ceramics Workshop	3
ART	165	Sculpture 2	3
ART	366	Working the Potter's Wheel	2
ART	367	Advanced Potter's Wheel	2
ART	368	Modifying Forms from the Wheel	2
ART	399	Topics in Art	1-4
ASTR	100	Elementary Astronomy	3
AT	100	Automotive Fundamentals	4
AT	133	Automotive Engine Rebuilding	5
AT	303	Automotive Electricity	5
ATH	104	Care and Prevention of Athletic Injuries	3
ATH	106	Orthopedic Injury Assess/Rehab	4
BUS	149	Cooperative Work Experience: Occupational	1
BUS	355	Issues in Internet Law	0.5
BUS	356	Managing Organizations	0.5
BUS	357	Management: Listening	0.5
BUS	358	Managing Individuals	0.5
BUS	367	Managing Change	0.5
BUS	368	Online Auctions	0.5
BUS	369	Employment Law	0.5
BUS	370	Ethics and Integrity	0.5
BUS	371	Sexual Harassment Prevention	0.5
BUS	372	Workplace Diversity	0.5
BUS	373	Forming a Small Business	0.5
BUS	374	Business Incorporation	0.5
BUS	375	Patents and Copyrights	0.5
BUS	376	Strategic Planning	0.5
BUS	377	Managing Service Quality	0.5
BUS	378	Effective Sales Methods	0.5
BUS	380	Marketing Strategies	0.5
BUS	381	Entering Global Markets	0.5
BUS	382	Advertising & Public Relations Strategies	0.5
BUS	386	Business Resume Writing	1
BUS	387	Executive Leadership: Series	3
BUS	389	Customer Service: Series	3
BUS	390	Business Entrepreneurship Law	3
BUS	391	Human Resources Mgt: Series	3
BUS	392	Performance Evaluation	0.5
BUS	393	Business Report Writing	0.5

BUS	394	Managing Verbal Communication	0.5
BUS	396	Performance Measurement	0.5
BUS	397	Executive Leadership	0.5
BUS	398	Efficient Meetings	0.5
CHEM	120	Introductory Chemistry	4
CHEM	140	Introductory Organic Chemistry	4
CHEM	150	General Chemistry 1	5
CHEM	151	General Chemistry 2	5
CHEM	180	Organic Chemistry 1	5
CHEM	181	Organic Chemistry 2	5
COS	302	Beginning Cosmetology	9
COS	303	Intermediate Cosmetology	9
COS	304	Advanced Cosmetology	9
COS	310	Manicuring	9
DA	310	Exploring Career Opportunities	1
DA	314	Introduction to Bio-Dental Science	3
DA	318	Basic Dental Assisting Skills	3
DA	319	DA Administrative Skills	3
DA	320	DA Practicum in the Community	1
DA	325	Clinical Dental Procedures	3
DA	326	Dental Radiography	4
DA	327	Dental Screening	0.5
DA	328	Pit and Fissure Sealants	1
DA	329	Dental Assisting Practicum	4
DA	330	Coronal Polish	1
DA	332	RDA Law and Ethics	0.5
DA	333	Success in Dental Assisting Practice	0.5
DA	348	RDA - Success Seminar	0.5
DA	380	Dental Assisting Skills Lab	0.5
DANC	101	Dance Appreciation	3
DANC	110	Beginning Modern Dance	2
DANC	111	Intermediate Modern Dance	2
DANC	121	Intermediate Ballet	2
DANC	125	Advanced Ballet	3
DANC	133	Hip Hop Dance	2
DANC	135	Advanced Jazz	3
DANC	138	Intermediate Hip Hop	2
DANC	148	Folklorico Concert Production	3
DANC	170	Music for Dancers	1
DANC	171	Dance Composition/Choreography	3
DANC	180	Performance Laboratory	3
DANC	185	Intro to Performance Skills	3

DANC	186	Dance Production	3
DANC	188	Intermediate Composition/Choreography	3
DRMA	104	Acting I	3
DRMA	106	Acting II	3
DRMA	124	Stagecraft	3
DRMA	128	Stage Makeup	3
DRMA	189	Independent Projects in Drama	1
ECS	149	Cooperative Work Experience: Occupational	1
ECS	313	Science for Young Children	0.5
ECS	314	Engineering and Technology for Young Children	0.5
ECS	315	Math for Young Children	0.5
EMS	102	First Aid & Safety	3
EMS	307	Wilderness EMS First Responder	2.5
ENGL	112	Transfer English Composition Skills	2
ENGL	113	Introduction to Critical Reading	3
ENGL	312	Reading Skills and Strategies	3
ENGL	510	Improving Reading Comprehension	4
ENTR	101	Intro to Entrepreneurship	3
ENTR	102	Entrepreneurship Projects	3
ESL	110	Introduction to Critical Reading	3
ESL	310	Reading Skills and Strategies	3
ESL	510	Improving Reading Comprehension	4
ESL	537	Intermediate Reading for ESL	4
ESL	538	Intermediate Writing for ESL	4
ESL	540	Advanced Reading for ESL	4
ESL	543	Intermediate Conversation for ESL	3
ESL	544	Advanced Conversation for ESL	3
ESL	550	Fundamentals of Grammar	3
ESL	551	Intermediate Grammar for ESL	3
ESL	552	Advanced Grammar for ESL	3
ESL	572	Public Speaking for ESL	3
ET	100	Computer Aided Drafting and Design	3
ET	117	Print Reading and Interpretation	3
ET	140	Engineering Drawing	3
ET	160	Digital Tools in Architecture	3
FILM	104	Documentary Studies	3
FILM	109	Contemporary Asian Cinema	3
FILM	110	Introduction to Motion Picture and Video Production	4
FILM	111	Intermediate Motion Picture and Video Production	4
FILM	123	Directing for the Camera	2
FILM	125	Computer Video Editing	3
FILM	126	Introduction to Motion Graphics	3

FILM	127	Digital Video Post-Production	3
GRPH	110	Introduction to Graphic Design	3
GRPH	111	Digital Imagery Lab	1
GRPH	112	Digital Imagery	3
GRPH	113	Digital Illustration	3
GRPH	114	Digital Illustration Lab	1
GRPH	116	Web Portfolio & Social Media	3
GRPH	117	Typography	3
GRPH	121	Advanced Design for Publishing Lab	1
GRPH	125	Digital Design & Publishing Lab	1
GRPH	129	Digital Tools for Visual Media	3
GRPH	130	3D Modeling For Production	3
GRPH	189	Independent Projects in Graphics	1
GRPH	360	Applied Design Graphics Lab 1	0.5
GRPH	361	Applied Design Graphics Lab 2	0.5
GRPH	362	Applied Design Graphics Lab 3	0.5
LGBT	101	Introduction to LGBT Studies	3
LGBT	102	LGBT Communities, Family and Education in the 21st Century	3
MA	305	Body Systems and Disease	5
MA	350	MA Fundamentals	2
MA	351	MA Clinical Procedures 1	3
MA	352	MA Administrative Procedures	4
MA	353	MA Clinical Procedures 2	5
MA	355	MA Pharmacology	4
MA	356	MA Job Success Externship	3.5
MA	379A	Success in MA Practice	1.5
MT	109	Survey of Machining and Manufacturing	4
MUS	101	Music History Ancient-Baroque	3
MUS	102	Music History Classical-Modern	3
MUS	104	Roots of Pop, Rock, Jazz	3
MUS	123	Voice 2	2
MUS	124	Voice 3	2
MUS	127	Voice 4	2
MUS	129	Voice 1	2
MUS	130	Mixed Ensemble	2
MUS	132	Masterworks Chorale	2
MUS	133	Chamber Voices	2
MUS	137	Concert Chorale	2
MUS	143	Jazz Band	1
MUS	144	Jazz Improvisation	1
NURS	101	Transitions to Professional Practice	1.5
NURS	102	Med Surg Nursing 1	3

NURS	103	RN Practicum 1	5
NURS	104	Med Surg Nursing 2	3
NURS	106	Leadership & Management	1.5
NURS	108	RN Practicum 2	5
NURS	109	Med Surg Nursing 3	3
NURS	110	Mental Health Nursing	3
NURS	111	RN Skills 1	1
NURS	112	RN Skills 2	0.5
NURS	189	Independent Projects in Nursing	1
NURS	310	Pharmacology	3
NURS	311	Medication Administration	1.5
NURS	317	Fundamentals of Nursing	3.5
NURS	318	Clinical Lab 1	8
NURS	320	Care of Older Adults	2
NURS	322	Maternal and Infant Health	2
NURS	323	Respiratory Conditions	2
NURS	327	GI and Urinary Conditions	2.5
NURS	328	Clinical Lab 2	3
NURS	329	Endocrine and Reproductive Conditions	2.5
NURS	330	Care of Infants and Children	1.5
NURS	331	Cardiovascular Conditions	2
NURS	332	Neurosensory Conditions	2
NURS	335	Skin and Musculoskeletal Conditions	2.5
NURS	337	Professional Relationships	1
NURS	338	Clinical Lab 3	8
NURS	370	Intravenous Therapy	2
NURS	380	Licensed Vocational Nursing Skills Lab	0.5
NURS	420	Restorative Aide	1.5
NURS	422	EKG/Monitor Observer	1.5
NURS	480	Certified Nursing Assistant Skills Lab	0.5
PE	106	Sports Officiating	3
PE	120	Beginning & Intermediate Swimming	1
PE	121	Swim Fitness Lab	1
PE	122	Swim Fitness Lab	0.5
PE	123	Aerobic Swim	1
PE	129	First Aid-CPR: Educator/Coach	1
PE	130	Self Defense	1
PE	132	Cardio Kickboxing	1
PE	133	Beginning Yoga Fitness	1
PE	134	Martial Arts Techniques	1
PE	140	Physical Fitness Laboratory	1
PE	141	Physical Fitness Laboratory	0.5

PE	142	Low Impact Conditioning Exercises	1
PE	143	Step Aerobics	1
PE	146	Strength and Flexibility	1
PE	149	Cooperative Work Experience: Occupational	1
PE	154	Jogging/Walking	1
PE	156	Beginning Golf	1
PE	160	Tennis	1
PE	164	Soccer	1
PE	167	Basketball	1
PE	170	Softball	1
PE	172	Volleyball	1
PE	189	Independent Projects	1
PE	199	Adapted Wilderness Experience	0.5
PE	179E	Indoor Cycling	1
PEIA	100	Intercollegiate Football	3
PEIA	105	Intercollegiate Soccer, Women	3
PEIA	110	Intercollegiate Soccer, Men	3
PEIA	120	Intercollegiate Cross-Country	3
PEIA	125	Intercollegiate Volleyball	3
PEIA	130	Intercollegiate Basketball, Men	1.5
PEIA	135	Intercollegiate Basketball, Women	1.5
PEIA	140	Intercollegiate Baseball	3
PEIA	145	Intercollegiate Softball	3
PEIA	150	Intercollegiate Track, Men	3
PEIA	155	Intercollegiate Track, Women	3
PEIA	170	Intercollegiate Golf, Men	3
PEIA	185	Intercollegiate Swimming, Women	3
PEIA	188	Intercollegiate Water Polo, Women	3
PEIA	195	Intercollegiate Conditioning	0.5
PHTO	110	Basic Photography	3
PHTO	120	Materials and Processes	3
PHTO	130	Advanced Black and White Photography	3
PHTO	140	Introduction to Color Photography	3
PHTO	150	Introduction to Commercial Photography	2
PHTO	151	Portrait Photography	2
PHTO	380	Black and White Photo Lab 1	0.5
PHTO	381	Black and White Photo Lab 2	1
PHTO	382	Color Photo Lab 1	0.5
PHTO	383	Color Photo Lab 2	1
PHTO	384	Digital Photo Lab 1	0.5
PHTO	385	Digital Photo Lab 2	1
PLGL	101	Intro to Paralegal Studies	3

PLGL	102	Criminal Law & Procedure	3
PLGL	103	Civil Litigation	3
PLGL	104	Legal Research & Writing	3
PLGL	105	Legal Analysis & Writing	3
PLGL	106	Case Management	3
PLGL	107	Ethics for Paralegals	1
PLGL	108	Wills and Trusts	3
PLGL	109	Family Law	3
PLGL	110	Intellectual Property Law	3
PLGL	111	Tort Law for Paralegals	3
PLGL	112	Corporations, Partnership, LLC	3
PROD	301	Introduction to Life and Career Planning	3
RE	302	Legal Aspects Of Real Estate	3
RE	303	Real Estate Practices	3
RE	305	Real Estate Appraisal	3
RE	306	Property Management	3
READ	110	Introduction to Critical Reading	3
READ	310	Reading Skills and Strategies	3
READ	510	Improving Reading Comprehension	4
REC	101	Intro to Recreation Management	3
REC	103	Leadership in Recreation Services	3
REC	105	Program Planning for Recreation	3
REC	107	Recreational Sports Programming	3
REC	109	Outdoor & Adventure Recreation	3
SPCH	106	Argumentation and Debate	3
SPCH	108	Oral Interpretation	3
VEN	103	Sensory Evaluation of Wine	3
VEN	120	Viticulture Operations 1	3
VEN	121	Viticulture Operations 2	3
VEN	122	Viticulture Operations 3	1
VEN	125	Soils and Plant Nutrition	4
VEN	130	Integrated Pest Management	4
VEN	310	Winemaking Operations I	2
VEN	311	Winemaking Operations II	2
VEN	314	Organic/Biodynamic Winegrowing	3
VEN	315	Fertilizers and Plant Nutrition	4
VEN	320	Wine Tasting Room Sales	1.5
VT	300	Introduction to Veterinary Technology	2
VT	301	Veterinary Anatomy, Physiology and Terminology	3
VT	303	Veterinary Pharmacology	2
VT	304	Clinical Pathology & Microbiology	3
VT	305	Medical Nursing & Animal Care	4

VT	306	Surgical Nursing & Dentistry	4
VT	307	Veterinary Radiology and Radiation Safety	2
WLDT	106	Beginning Welding	3
WLDT	107	Advanced Welding	3
WLDT	300	Shop Math and Measurement	3
WLDT	306	Layout and Fabrication Interpretation	3
WLDT	307	G.M.A.W. Welding	3
WLDT	308	T.I.G. Welding	3
WLDT	315	Metal Fabrication	4
WLDT	317	Ornamental Iron 1	1
WLDT	319	Blacksmithing Projects	1
WLDT	320	Pipe Welding	3
WLDT	330	Welding Certification	3
WLDT	331	Advanced Welding Certification Lab	2

Noncredit ERT Conversions

Course Prefix & Number		Course Title	Hours
BASK	7005	High School Equivalency Exam Preparation	96-108
BASK	7013	High School Equivalency Exam Prep: Computer Skills	32-36
BASK	7015	Reading and Writing Lab	64-128
PHTO	7202B	Digital Photo Editing & Post-Processing	24-32
PHTO	7203B	Advanced Digital Photography	24-32
PHTO	7204B	Phonetography	24-32
VOCE	7100	Computers and Level 1	28-36
VOCE	7101	Computers and You: Level 2	28-36
VOCE	7103	Introduction to the Internet	14-18
VOCE	7105	Intro to Microsoft Word	28-36
VOCE	7107	Intro to Microsoft Excel	14-18
VOCE	7113	Intro to Microsoft Publisher	14-18
WKPR	7000	Planning Your Next Job/Career	2-8
WKPR	7001	Planning a Job Search	2-8
WKPR	7002	Impression Management	2-8

REQUEST FOR GENERAL EDUCATION

Effective 2021/2022 catalog publication and upon CSU/UC approval where applicable.

Course Prefix & No.	Course Title	General Education Area/Category	General Education Area/Category Title
ECS 102	Child Health, Safety & Nutrition	AHC Category 5	Living Skills
		AHC Graduation	Health and Wellness Area
		CSU Area E	Lifelong Learning and Self-Development
ECS 116	Teaching in a Diverse Society	CSU Area F	Ethnic Studies
FSN 134	Food, Nutrition Customs and Culture	CSU GE Area F	Ethnic Studies
FASH 104	Historic Fashion/Costume	AHC Category 3	Humanities
		AHC Graduation	Multicultural Gender Studies
		CSU Area C2	Humanities
		IGETC Area 3B	Humanities

COURSE DROPS

Effective 2021/2022 catalog

Course Prefix & Number		Course Title	Units/ Hours
ART	127	Painting in Watercolor 1	3
ART	199H	Porcelain	2
ART	380	Art Lab 1 (Ceramics)	0.6
ART	381	Art Lab 2 (Ceramics)	0.5
ART	382	Art Lab 1 (Sculpture)	0.5
ART	383	Art Lab 2 (Sculpture)	0.5
CBIS	381	Introduction to Mac OS	1
CBIS	382	Office Apps for the Mac	2
FRCH	189	Independent Projects	1-3
MATH	531	Pre-Algebra	3
NESL	7000U	Intro to English: Pre-A	48-54
NESL	7001U	Intro to English A1	6-36
NESL	7002	Introduction to English A2	90-102
NESL	7002U	Intro to English A2	6-36
NESL	7003U	Intro to English B1	6-36
NESL	7004	Introduction to English B2	90-102
NESL	7004U	Intro to English B2	90-102
NESL	7005U	Intro to English C1	6-36
NESL	7006	Introduction to English C2	90-102
NESL	7006U	Intro to English C2	6-36
NESL	7007U	Intro to English D1	6-36

NESL	7008	Intro to English D2	90-102
NESL	7008U	Intro to English D2	6-36
NESL	7060U	ESL Instructional Lab	0
VOCE	7000B	Beginning Woodworking	24-27
VOCE	7004C	Driving and Force Simulation	5.5-6
VOCE	7019	RDA State Board Exam Prep	32
VOCE	7100B	Computers and You: Level 1	32-36
VOCE	7101B	Computers and You: Level 2	32-36
VOCE	7102A	Computers and You: Level 3	64-72
VOCE	7102B	Computers and You: Level 3	32-36
VOCE	7103B	Introduction to the Internet	24-27
VOCE	7105B	Introduction to Microsoft Word	16-18
VOCE	7107B	Introduction to Excel	16-18
VOCE	7108B	Business Skills Lab	48-54
WKPR	7800	Career Readiness and Planning	9-12
WKPR	7801	Functional Work Skills	96-108

New Program: Information Security for Business - Certificate of Accomplishment

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Program Title Information Security for Business

Department Business Education

Discipline CBIS

Award Type Certificate of Accomplishment

Date Reviewed Semester Fall

Year 2020

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Does award also prepare students for transfer? No

Proposed Start 08/23/2021

Other

This program will give students the opportunity to earn a certificate of achievement to build up their skills and knowledge in the area of information systems security management for business

Justification/Need for New or Modified Program
How will this program, or program modification, meet student, employer, or community needs?

Demand for information security skills has increased as firms increasingly expand their operations to digital platforms. Computer and information systems managers will be responsible for implementing these goals. There is a projected employment growth from the need to bolster cybersecurity in computer and information systems used by businesses. Industries such as retail trade will need to implement more robust security policies as cyber threats increase. (Bureau of Labor Statistics - United States Department of Labor)

Nation-wide and state-wide there is a need for business managers with IT knowledge to address the growing need for data security at the organizational level while considering the different layers of security: hardware, software, data, people and procedures. These needs have been identified at the local and sector Advisory Committees.

ALLAN HANCOCK COLLEGE MISSION STATEMENT *Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.*

Proposed Program Mission Statement

The proposed Certificate of Accomplishment will prepare students for skills at needed for the entry level information systems management positions. The required coursework will cover information systems fundaments. security awareness for business professional, information systems security management and networking and administration.

This certificate will further develop our student's knowledge on information systems while supporting the economic vitality of our diverse community.

Program Goals and Objectives

Establish an certificate program in Information Security for Business Students completing 12 units of program related courses, and will be awarded a certificate.

Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

Development of new curriculum

Explain how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.

Bureau of Labor Statistics, California State Employment Development Department, California Community College Chancellor's Office and CCC Academic Senate have all recognized the continued growth of the information security industry and the career opportunities for students. Many students are currently working in the business settings and can move into career path positions oriented towards security if they can obtain basic knowledge

Enrollment and Completer Projections
Enter estimated number of program completers:

25

What were the enrollment projections based on?

Based on interest shown by students taking the initial CBIS 101 class and enrollment and completion for the CBIS 108 Networking course.

Place of Program in Exsisting Curriculum
Are there related programs currently being offered at AHC? Duplication with other departments? Will this program replace another program? Do the program courses currently exist?

There are no related programs. This program will not replace another and program courses don't currently exist.

Similar Programs in the Service Area
Describe all similar programs offered by colleges within commuting distance of the college or service area. How does the program differ? Attach catalog pages.

Programs offered at Cuesta and SBCC focus on the Electronics technical aspect of hardware setup geared towards certification. This is technicial level training. The proposed program is geared towards business professionals with a look at implementation on different aspects of the business not just hardware. It is also a program for business managers that need to acquire knowledge to manage technical staff and works on everyday operations of the whole business platforms: hardware, software, data, procedures and users.

Faculty persons contacted at colleges offering similar programs.

Esther Frankel - SBCC: Department Chair Information Systems Program Robert Sfarzo, - Cuesta College - Part-time Faculty Information Systems Program

Adequate Resources
Identify the college resources that will be needed, and that are currently available for offering this program.

- Lab Equipment
- Instructional Supplies
- Software/Technology

Other No

Please specify

Current computers with internet access so that students can work on Canvas course and lab simulations online Access to AHC Computer labs

Are these adequate? If no, describe the type of additional resources that will be needed. Yes

List qualified faculty members who will be available to teach the program. Carmen Montanez-Rodriguez Eileen Reinwald Mark Kozel

Is this adequate? If no, list additional faculty and/or staff resource needs. Yes

What type of facilities/classroom are available for this program?

Tutorial Center computer lab AHC Library computer lab K10 and K11B classrooms

Is this adequate? If no, list the types of facility needs for this program. Yes

Catalog Description

This certificate is designed for business professionals whose responsibilities include oversight of IT technology for their business function. Graduates of this certificate will gain a broad understanding of the key issues and challenges of managing information technology systems in a business setting and be able to apply key frameworks, models, and management methodologies to facilitate IT strategies, system implementations, and on-going system operations.

Program Completion Requirements

A major of 12 units is required for the certificate

CBIS101 Computer Concepts & Applications	3
CBIS108 Networking and Administration	3
CBIS 310 Information Security Awareness for Business Professionals	3
CBIS 311 Information Security Planning for Business Managers	3

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Understand the fundamentals of information security, and how they relate to information systems needs of a business.**

2. **Use effective written and oral communication to create and update a business information security plan.**

3. **Develop technical skills to analyze and solve information security problems and selecting the appropriate strategy to adress them.**

4. **design/develop/deploy/maintain and manage business information systems security plan.**

CTE Documentation

Gainful Employment Yes

Apprenticeship

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

Include California Division of Apprenticeship Standards (DAS) letter with Attachments No

Labor Market Information (LMI) and Analysis

Employment of computer and information systems managers is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. Demand for computer and information systems managers will grow as firms increasingly expand their operations to digital platforms. Computer and information systems managers will be responsible for implementing these goals. Employment growth will result from the need to bolster cybersecurity in computer and information systems used by businesses. (Bureau of Labor Statistics - United States Department of Labor. National Demand is 46, 800 annually. Projections of Employment In California, the number of Computer and Information Systems Managers is expected to grow much faster than average growth rate for all occupations. Jobs for Computer and Information Systems Managers are expected to increase by 17.7 percent, or 9,400 jobs between 2016 and 2026.

Net Annual Labor Demand

Enter the estimated number of annual job openings, minus the annual number of program completers of other programs within the college service areas. The figure entered must be greater than zero and the number entered here must be explicitly stated in the analysis and consistent with the supporting documentation:

9400

Advisory Committee Recommendations

Advisory Committee Members

Susan	Appel	Project Coordinator Community Relations	Rabobank
Darlene	Chavez	Consultant	Consultant
Karen	Draper	Teacher	Santa Maria High School
Jose	Huitron	Your People Professionals	
Pam	Johnson	Community Bank of Santa Maria	Vice President - Human Resources
Linda	Lindner	Coast Hills	
Marina	Muscio	Santa Maria-Bonita School District	Supervisor, Human Resources
Michelle	New	City of Santa Maria	Human Resources Manager
Cat	Park-Cook	Case Manager	VTC Enterpriise
Cindy	Quaid	Teacher	Santa Maria High School
Frances	Talmadge	Halsell Builders	
Corrin	Terrones	Cal Poly, San Luis Obispo	Grants Analyst

Summary of Recommendations

Technology updates - Programs should continue to update curriculum to respond the change business needs in the technology field. As job descriptions and duties change, it is imperative that the knowledge and hands on skills learnt through the curriculum help students make a transition from school to the workplace

Soft Skills – critical thinking, systems thinking, collaboration, creative thinking should be encourage as part of the curriculum. Review spelling, grammar, in order to be taken seriously by business employees who look at your information. Develop a business mindset in terms of employee interactions.

Business awareness – students should have the ability to implement their technology knowledge to improve their business practice and see how technology could be used to improve organizational goals thinking outside the box.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

CID Model Curriculum description.pdf (/Form/Program/_DownloadFile/471/10?fileId=388)
Summary Occupational Guide - California.pdf (/Form/Program/_DownloadFile/471/10?fileId=389)
Computer and Information Systems Managers _ Occupational Outlook Handbook_ _ U.S. Bureau of Labor Statistics.pdf (/Form/Program/_DownloadFile/471/10?fileId=390)
satb$_highlights.pdf (/Form/Program/_DownloadFile/471/10?fileId=391)
c_id_information_systems_model_curriculum.pdf (/Form/Program/_DownloadFile/471/10?fileId=392)
minutes_05_18_2017_Advisory_Committee.pdf (/Form/Program/_DownloadFile/471/10?fileId=393)
California_Data_Computer_Information_Systems.pdf (/Form/Program/_DownloadFile/471/10?fileId=394)
CBOT CBIS - Advisory Committee Meeting Notes November 19 2019_final.pdf (/Form/Program/_DownloadFile/471/10?fileId=495)
15-1151.00 - Computer User Support Specialists.pdf (/Form/Program/_DownloadFile/471/10?fileId=618)
LMI Technical Support Specialist.pdf (/Form/Program/_DownloadFile/471/10?fileId=619)
I have attached all supporting documents Yes
I have attached the Chancellor's Office New Program Proposal Narrative No

Library Resources

Percentage of courses offered distance learning
The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.
The college has sufficient instructional resources presently available for support of this course. No
The college instructional resources are not presently adequate to support the teaching of this course. No
Approximate cost of additional materials and equipment to implement new curriculum
Additional comments:

Feasibility Analysis - Dean's Page

Program Title Information Security for Business
Top Code 0702.00 - Computer Information Systems*
CIP Code 11.0103: Information Technology.
Lecture Load
Lab Load
Total Workload 0.000
New Faculty 0.00
New Equipment Needs 0.00
Facilities/Repairs 0.00
New Support Staff 0.00
Library Materials 0.00
Other 0.00
Total Fiscal Impact 0.00
Gainful Employment
Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)
Yes
Feasibility Analysis
Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

LMI data supplied by the Center for Excellence supports the regional need for this CTE program. The program aligns with the AHC and CCC missions; enrollments are projected to be adequate, and no additional funding is required to implement the program. The program provides students with the foundational skills needed to enter the growing field of information security.

Course Review Date 10/13/2020
Program Review Date 04/09/2021
The program is feasible:
Yes, the program is feasible.

The program is not feasible:
Funding Source/Plan
No additional funding is necessary to implement the program.

Library Resources

Percentage of courses offered distance learning

The description of instructional materials, support materials, and equipment required to implement the proposed new course, and that is to be provided by the Learning Resources Center, has been reviewed by the course initiator and faculty librarian.

The college has sufficient instructional resources presently available for support of this course. No

The college instructional resources are not presently adequate to support the teaching of this course. No

Approximate cost of additional materials and equipment to implement new curriculum

Additional comments:

Feasibility Analysis - Dean's Page

Program Title Information Security for Business

Top Code 0702.00 - Computer Information Systems*

CIP Code 11.0103: Information Technology.

Lecture Load

Lab Load

Total Workload 0.000

New Faculty 0.00

New Equipment Needs 0.00

Facilities/Repairs 0.00

New Support Staff 0.00

Library Materials 0.00

Other 0.00

Total Fiscal Impact 0.00

Gainful Employment
Indicate if the program meets U.S. Department of Education gainful employment criteria. A complete set of resource documents is available on the U.S. Department of Education website under the Gainful Employment Information section (www.ifap.ed.gov/GainfulEmploymentInfo)

Yes
Feasibility Analysis
Consider appropriateness to AHC mission, CCC mission, demonstrated need/demand, enrollment projections data, labor market info, availability of adequate college resources, including library instructional materials, and services.

LMI data supplied by the Center for Excellence supports the regional need for this CTE program. The program aligns with the AHC and CCC missions; enrollments are projected to be adequate, and no additional funding is required to implement the program. The program provides students with the foundational skills needed to enter the growing field of information security.

Course Review Date 10/13/2020

Program Review Date 04/09/2021

The program is feasible:

Yes, the program is feasible.

The program is not feasible:

Funding Source/Plan

No additional funding is necessary to implement the program.

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum? No

Template is completed and attached No

Transfer Documentation is attached, as specified in the template No

Articulation Agreement by Major (AAM) Attached for majority of courses (51% or more) No

Codes and Dates

Academic Senate 11/17/2020

AP&P 10/8/2020

Date Reviewed Semester Fall 2020

Catalog Term 2021/2022

Top Code 0702.00 - Computer Information Systems*

Originator Montanez-Rodriguez, Carmen

Origination Date 08/05/2019

Program Goal CTE

TOP Code 0702.00 - Computer Information Systems*

Total Units (Minimum) 12.000

Total Units (Maximum) 12.000

Annual Completers

Faculty Workload 0.000

New Faculty Position

New Equipment 0.00

Library Materials

Gainful Employment Yes

Net Annual Labor Demand 9400

Program Review Date 04/09/2021

Distance Education Percentage 1-49%

District Governing Board Approval Date

Allan Hancock College
Program Outline

Title: Information Security for Business
Award Type: Certificate of Accomplishment

This certificate is designed for business professionals whose responsibilities include oversight of IT technology for their business function. Graduates of this certificate will gain a broad understanding of the key issues and challenges of managing information technology systems in a business setting and be able to apply key frameworks, models, and management methodologies to facilitate IT strategies, system implementations, and on-going system operations.

The graduate of the Certificate of Accomplishment in Information Security for Business will:

- Understand the fundamentals of information security, and how they relate to information systems needs of a business.
- Use effective written and oral communication to create and update a business information security plan.
- Develop technical skills to analyze and solve information security problems and selecting the appropriate strategy to adress them.
- design/develop/deploy/maintain and manage business information systems security plan.

Program Requirements

A major of 12 units is required for the certificate		**Units:** 12
CBIS101	Computer Concepts & Applications	3
CBIS108	Networking and Administration	3
CBIS310	Information Security Awareness for Business Professionals	3
CBIS311	Information Security Planning for Business Managers	3

Total Program Units   12

Allan Hancock College
Program Outline

Title: Computer Business Office Software
Award Type: Certificate of Accomplishment

This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students' productivity.

The graduate of the Certificate of Accomplishment in Computer Business Office Software will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

Program Requirements

A major of 7 units is required for the certificate.

Core courses		Units: 7
CBIS301	Computer Fundamentals 1	3
CBIS371	Intro to Excel	1
CBIS372	Intro to Access	1
CBOT360	Word - Basics	1
CBOT361	Intro to PowerPoint	1

Total Program Units   7

Allan Hancock College
Program Outline

Title: Media Arts: Multimedia
Award Type: Associate in Science

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can build their own emphasis in web design, video post-production or animation through their choice of electives. The A.S. degree in Multimedia prepares students for transfer to four-year programs in digital media, and for entry-level employment in the creative industries.

The graduate of the Associate in Science in Media Arts: Multimedia will:

- Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
- Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
- Design, build, test and present websites, animation, motion graphics sequences, interactive applications.
- Plan and budget a project for presentation to a client.
- Produce a website or digital portfolio that showcases individual multimedia competencies.

Program Requirements

Units: 29

A major of 38 units is required for the degree. Required core courses (29 units):

ART101 or	Art Appreciation	3
ART106 or	Art of the 20th Century	3
FILM101	Film as Art and Communication	3
ART108 or	Design 1 on the Computer	3
GRPH108	Design 1 on the Computer	3
FILM110	Introduction to Motion Picture and Video Production	4
GRPH111	Digital Imagery Lab	1
GRPH112	Digital Imagery	3
MMAC101	Introduction to Multimedia	2
MMAC102	Introduction to Multimedia Lab	1
MMAC112	Responsive Web Design	3
PHTO170	Digital Photography	3
MUS115	Introduction to Sound Recording & Mixing	3
MMAC129	Digital Tools for Visual Media	3

Units: 9

Plus a minimum of 9 units selected from any one of the areas of concentration below:

Option A: Emphasis in Digital Media

MMAC125	Computer Video Editing	3
MMAC126	Introduction to Motion Graphics	3
MMAC128	Intermediate Motion Graphics	3

Option B: Emphasis in Interactive Media

MMAC112	Responsive Web Design	3
MMAC114	Game and App Design	3
GRPH118	User Interface Design	3

Option C: Emphasis on Animation

ART107	Computer Fine Art	3
ART115	Introduction to Animation	3
or		
FILM115	Intro To Animation	3
or		
MMAC115	Introduction to Animation	3
FILM111	Intermediate Motion Picture and Video Production	4
FILM117	3D Computer Animation 1	3
or		
MMAC117	3D Computer Animation 1	3
FILM118	3D Computer Animation 2	3
or		
MMAC118	3D Computer Animation 2	3
FILM125	Computer Video Editing	3
or		
MMAC125	Computer Video Editing	3
FILM126	Introduction to Motion Graphics	3
or		
MMAC126	Introduction to Motion Graphics	3
FILM127	Digital Video Post-Production	3
or		
MMAC127	Digital Video Post-Production	3
FILM128	Intermediate Motion Graphics	3
MMAC128	Intermediate Motion Graphics	3
MMAC114	Game and App Design	3
GRPH116	Web Portfolio & Social Media	3
GRPH118	User Interface Design	3
GRPH360	Applied Design Graphics Lab 1	0.5 - 1
MUS116	Sound Production Techniques	3
MUS117	Electronic Music MIDI Recording	3
MMAC112	Responsive Web Design	3

Total Program Units	**38**

Allan Hancock College
Program Outline

Title: Wildland Fire Technology
Award Type: Associate in Science

The Wildland Fire Technology Associates Degree and Certificate program will provide the foundational knowledge required to allow students to gain employment with the Fire Service. The program is also designed to upgrade the skills of in-service fire personnel in their present position or to prepare in-service personnel for promotional opportunities. The following are some of the career opportunities that would be available to students with a degree in Wildland Fire Technology, Full-Time Municipal Professional Firefighter, Full-Time Career Wildland Firefighter, Seasonal Firefighter, United States Forrest Service (USFS), California Department of Forestry (Cal Fire) and Wildland Fire Handcrews.

The graduate of the Associate in Science in Wildland Fire Technology will:

- Demonstrate the skill sets necessary for a successful career in the Wildland Fire Services.<!---->
- Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to wildland fire environments as well as the management and the prevention of such fires.

Program Requirements

A major of 30 units is required for the associate of science degree.

Units: 15

Required core courses (15 units):

WFT101	Wildland Fire Behavior	3
WFT102	Wildland Firefighter Safety and Survival	3
WFT103	Wildland Fire Operations	3
WFT104	Wildland Public Information Officer, Prevention, and Investigation	3
WFT105	Wildland Fire Planning, Logistics, and Finance	3

Plus a minimum of 15 units selected from the following: **Units:** 15

EMS301	Emergency Medical Services Academy- 1A	6
FT101	Fire Protection Organization	3
FT102	Fire Prevention Technology	3
FT103	Fire Protection Equipment and Systems	3
FT104	Building Construction for Fire Protection	3
FT105	Fire Behavior and Combustion	3
FT106	Principles of Fire & Emergency Safety & Survival	3
FT149	Cooperative Work Experience: Occupational	1 - 8
FT307	Firefighter I Academy IA	6
FT308	Firefighter 1 Academy IB	7

Total Program Units   **30**