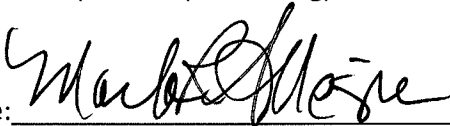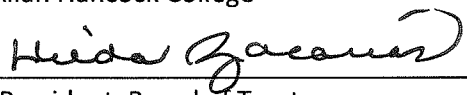ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period September 27 – November 8, 2018

December 11, 2018

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andrea Sanders, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Yolanda Alishahi, (Associated Student Body Government)

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

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

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

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____ 12/11/18
President, Academic Senate   Date
Allan Hancock College

Adopted by Board of Trustees: _____ 12/18/18
President, Board of Trustees   Date
Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION
This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective summer/fall 2019 and pending and publication of course details. Catalog year 2019-20.

New courses in the math, English, ESL, and reading disciplines were developed and/or modified to comply with AB 705, which requires colleges to maximize the probability of students completing transfer level math and English within one year and use high school coursework, high school grades and GPA and other measures in the placement of students into English and math courses. As a result discipline faculty have aligned new and modified curriculum to better inform students of pathways to transfer level coursework.

Course Prefix	Course Title	Units
AG 100	Introduction to Agricultural Studies and Careers	1
MATH 123S	Support for Math 123: Elementary Statistics Corequisite: MATH 123	1
MATH 131S	Support for Math 131 : College Algebra Corequisite: Math 131	1.5
MATH 135S	Support for Math 135: Calculus with Applications Corequisite: MATH 135	1.5
MATH 141S	Support for Math 141: Precalculus Corequisite: Math 141	1.5
MATH 331S	Support for Math 331: Algebra 2 Corequisite: MATH 331	1
VEN 323	Vineyard and Winery Evaluation Advisory: AG 101 and AG 102	3

NEW topics and experimental courses: Experimental courses, upon successful offering, may later be developed into a regular course offering.

Course Prefix	Course Title	Units
PE 179F	Intermediate Yoga Fitness	1
THEA 198N	Exploration of Gent's Guide & Adams Family	1
THEA 198O	Rep of Gent's Guide & Adams Family	3
THEA 198P	Rep of Million Dollar Quartet & Earnest	3
THEA 199O	Rep of Gent's Guide & Adams Family	3
THEA 199P	Rep of Million Dollar Quartet & Earnest	3

NEW Noncredit Courses: Effective fall 2019 and pending Chancellor's Office approval and publication of course details. Catalog year 2019-20

Course	Course Title	Hours
NESL 550	Fundamentals of Grammar	64

Cross listed with credit ESL 550

NEW Noncredit Certificates: Effective pending Chancellor's Office approval.

Award	Program Title	Hours
Certificate of Completion	Beginning Computer Skills	136-156
Certificate of Completion	Microsoft Office Basics	136-156

COURSE REVIEW

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines in the discipline for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

COURSE MODIFICATIONS: Resulting from a regularly scheduled course review cycle. Effective 2019-20 and pending publication of course details where applicable.

Course Prefix	Course Title	Units / Hours
ENGR	Courses in engineering discipline are being modified to align with transfer model curriculum.	
ENGR 154	Dynamics	3
	Prerequisite: ENGR 152 and MATH 182	
ENGR 156	Strength of Materials	4
	Prerequisite: ENGR 152	
ENGR 161	Materials Science	3
	Prerequisites: PHYS 161 and CHEM 150	
	Advisory: Concurrent enrollment in ENGR 162	
ENGR 162	Materials Science Lab	1
	Prerequisites: PHYS 161 and CHEM 150, Corequisites: ENGR 161 or prior completion of ENGR 161	
ENGR 170	Electric Circuit Analysis	3
	Prerequisites: PHYS 163 and MATH 184	
	Advisory: Concurrent enrollment in ENGR 171	
ENGR 171	Electric Circuit Lab	1
	Prerequisite: PHYS 163 and MATH 184	
	Corequisite: ENGR 170 or prior completion of	
MMAC 101	Introduction to Multimedia Processes	2
	Corequisite: MMAC 102	
MMAC 102	Introduction to Multimedia Lab	1

	Corequisite: MMAC 102	
MMAC 115	Introduction to Animation	3

NESL	The modifications to noncredit ESL courses removes the number 1 in the course title, revises select SLOs, updates the course/catalog description, adds SP for grading, and updates course objectives and course content in preparation of new noncredit certificate	
NESL 7000	Introduction to English: Pre-A	90-102
NESL 7001	Introduction to English A	90-102
NESL 7003	Introduction to English B	90-102
NESL 7005	Introduction to English C	90-102
NESL 7007	Introduction to English D	90-102

NURS	Courses in the registered nursing discipline have been reviewed and updated. Specific modifications are noted below.	
NURS 101	Transitions to Professional Practice Modifications: formerly Foundations for Caring, modifications were made to catalog description, objectives, SLO, content, units decreased (2 to 1.5), updated textbook.	1.5
NURS 102	Med Surg Nursing 1 Modifications: formerly Med Surg Nursing, catalog description, objectives, SLO, content, title, updated textbook.	3
NURS 103	RN Practicum 1 Modifications: catalog description, course objectives, SLO, content, updated textbook.	5
NURS 104	Medl Surg Nursing 2 Modifications: formerly Med Surg Nursing 1, catalog description, objectives, SLO's content, title, updated textbook.	3
NURS 106	Leadership and Management Modifications: catalog description, objectives, SLO, content, units decreased (2 to 1.5), updated textbook.	1.5
NURS 108	RN Practicum 2 Modifications: catalog description, course objectives, SLO, content, updated textbook.	5
NURS 109	Medl Surg Nursing 3 Modifications: course title - formerly Medical Surgical Nursing 2, catalog description, objectives, SLOs, content, units (increase from 2.5 to 3 units), updated textbook.	3
NURS 110	Mental Health Nursing Modifications: catalog description, course objectives, SLO, content, units increased 2.5 to 3 units, updated textbook.	3
NURS 111	RN Skills 1 Modifications: course title - formerly Intermediate RN Skills, catalog description, course objectives, SLOs, content, units from 0.5 to 1 unit, updated textbook.	1
NURS 112	RN Skills 2 Modifications: course title - formerly Advanced RN Skills, course objectives, SLO, content, updated textbook.	0.5

VOCE	The course prefix is being proposed to change to PHTO.	
VOCE 7200	Digital Photos & the Computer	8-12
VOCE 7201B	Basic Digital Photography	8-12
VOCE 7202B	Digital Photo Editing & Post-Processing	24-32
VOCE 7203B	Advanced Digital Photography	24-32
VOCE 7204B	Phonetography	24-32
VOCE 7205	Photography for Online Sales	8-12
VOCE 7206	Food Photography	8-12

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below. Effective 2019-20 and pending publication of course details where appropriate.

Course Prefix & No.	Course Title	Units
ESL	ESL courses are being modified to comply with AB 705. Changes made include the following: course title, catalog description, removal of prerequisites / advisory, and updating of course content.	
ESL 537	Intermediate Reading for ESL Formerly: Reading Skills 3	4
ESL 540	Advanced Reading for ESL Formerly, Reading Skills 4	4
ESL 541	Advanced Writing for ESL Formerly, ESL Writing Skills 4 ESL 538 is being removed as a prerequisite.	4
ESL 543	Intermediate Conversation for ESL Formerly, Listening and Speaking Skills 2	3
ESL 544	Advanced Conversation for ESL Formerly, Listening and Speaking Skills 3	3
ESL 550	Fundamentals of Grammar Formerly, ESL Grammar 1, the course will be offered as a "mirrored course. Students can choose to take the course for credit (ESL 550) or noncredit (NESL 550). This is the "bridge" course to credit courses.	3
ESL 572	Public Speaking for ESL Advisory ESL 544 Formerly, Public Speaking Skills, ESL 540 and 541 are being removed as prerequisite courses.	3
ESL 555	Pronunciation for ESL	3
ESL 538	Intermediate Writing for ESL (4)	4
ESL 551	Intermediate Grammar for ESL (3)	3
ESL 552	Advanced Grammar for ESL (3)	3
GEOG 101	Physical Geography Advisory: ENGL 101	3

Justification: Updating the course to align with C-ID GEOG 110 Course
Descriptor and develop an ADT in Geography. Updated course content,
course objectives, text, and DL information.

LE 421   Complaint Dispatcher   3
                               Justification: Updated course outline to include proper breakdown of
                               lecture and lab hours.

PROGRAM MODIFICATIONS

Catalog Year: 2019-20

Program Award	Program Title	Units
Associate in Arts	Spanish The program is modified to reflect course drops. SPAN 110, ITAL 101, ITAL 102, ITAL 103, and ITAL 104 have been dropped.	18
Associate in Science	LVN to RN Program Modfied to reflect recent course modifications	26.5
Certificate of Achievement	"30-Unit" Option Modfied to reflect recent course modifications	30
Certificate of Accomplishment	Computer Business Office Software CBIS 373 is being removed, the program units are reduced from 5 to 4 units.	4
Certificate of Accomplishment	English as A Second Language Modification to the program are a result of course title changes	14
Certificate of Accomplishment	Spanish Language Skills Elementary Level SPAN 110 is being dropped, and SPAN 111, Intermediate Spanish Conversation, is being added.	13-15
Certificate of Achievement	Theatre Professional Acting DRMA 110 and DRMA 111 are being removed from the program requirements. The program units will decrease from 78 units to 72.	72

MISCELLANEOUS MODIFICATIONS

Modification Type	Course Prefix and No.	Course Title	Effective
Request for DL	GRPH 127	History of Graphic Design	Spring 2019
Course Drop	CBIS 373	Intro to Windows	2019/20

ALLAN HANCOCK COLLEGE
Program Narrative
Noncredit Certificate of Completion: Beginning Computer Skills

Item 1. Program Goals and Objectives

The Beginning Computer Skills Certificate introduces the basics of using a computer, email, the Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet. This noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Objectives:
- Proficiently use a variety of current software programs being used in the workplace.
- Operate a mouse and keyboard.
- Improve typing/keyboarding efficiency.
- Understand how the different components of a personal computer impact buying choices.
- Create documents and manage files in Microsoft Word.
- Create basic spreadsheets using Microsoft Excel.
- Create basic presentations using Microsoft PowerPoint.
- Become familiar with the Windows operating system's graphical user interface (GUI).
- Be more productive with Windows Applications.
- Personalize the Windows experience.
- Become aware of the benefits of free online "cloud" storage (OneDrive).
- Create, organize, and find, files or folders.
- Understand the differences between the Internet and the World Wide Web.
- Use an Internet browser and search engine.
- Evaluate sources of information on the Internet.
- Personalize the use of an Internet browser.
- Use common applications for consumers (e.g. maps and directions, translate, store files and photos in the Cloud).
- Identify different types of social media and their primary functions.
- Locate and connect with other users of social media.
- Locate and share information through social media.
- Identify privacy issues, safety concerns, and potential consequences of sharing information.
- Communicate through the Microsoft Outlook e-mail program.
- Use appropriate etiquette when communicating electronically.
- Manage an address list: create, edit, and use Contacts.
- Correspond with email: read, send, reply to, and forward messages.
- Use Outlook Calendar for creating events, inviting contacts to meetings, and set reminders.

Item 2. Catalog Description

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

The graduate of the Certificate of Completion in Beginning Computer Skills will:
- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.
- Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
- Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
- Identify what to look for when buying a computer.

A total of 136-156 hours is required for the certificate of completion.

Required courses 120 – 138 hours:

Course Prefix & Number	Course Title	Course Hours
VOCE 7100	Computers and You: Level 1	32-36
VOCE 7101	Computers and You: Level 2	32-36
VOCE 7109	Microsoft Windows	16-18
VOCE 7108	Computer Skills Lab	40-48

Plus one of the following courses (16-18 hours):

VOCE 7103	Introduction to the Internet	16-18
VOCE 7110	Social Media	16-18
VOCE 7111	E-mail	16-18
Total program hours:		**136-156**

Item 3. Program Requirements

Students must complete a minimum of 40 hours in the Computer Skills Lab, and 75% attendance in all other required courses in order to receive a certificate of completion.

Requirements	Course Prefix and No.	Course Title	Course Hours
75% attendance in these courses	VOCE 7100	Computers and You: Level 1	32-36 lecture hours
	VOCE 7101	Computers and You: Level 2	32-36 lecture hours
	VOCE 7109	Microsoft Windows	16-18 lecture hours
40 hours of lab	VOCE 7108	Computer Skills Lab	40-48 lab hours
	Choose one of the following:		
	VOCE 7103	Introduction to the Internet	16-18 lecture hours
	VOCE 7110	Social Media	16-18 lecture hours
	VOCE 7111	E-mail	16-18 lecture hours
Total			136-156

Possible Course Sequence

Semester 1 Fall: VOCE 7100   32-36 hours
                             VOCE 7109   16-18 hours
                             VOCE 7108   20 hours

Semester 2: Spring: VOCE 7101   32-36 hours

                             VOCE 7103 or
                             VOCE 7110 or
                             VOCE 7111   16-18 hours

                             VOCE 7108   20 hours

Note: student may complete lab hours in one semester, or they may repeat the lab course and combine the hours over multiple semesters to meet the 40-hour requirement.

Item 4. Master Planning

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016). Courses that build basic techncology skills was recommended by the Northern Santa Barabara County Adult Education Consortium Steering Committee in their final plan of the Consortium Planning Project. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

Demand for Basic Computer Skills:

Digital Literacy is no longer optional. Many entry-level jobs require basic computer skills..People reentering the workforce may find their technology skills outdated and will benefit from short-term vocational training. The requirement for computer skills is is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. This certificate provides students with basic computer skills needed to prepare them for entry-level office jobs or to transition into credit-level courses.

Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry Job opportunities include, but are not limited to, the following: Office Clerk, Customer Service Representative, Sales Associate, Order clerk, Hotel/Motel Desk Clerk, Receptionist.

Since this certificate does not lead to employment in one particular field (like Welding or Nursing), precise statistics cannot be provided for number of expected job openings. Using General Office Clerk as an example provides a minimum number of 320 openings in Santa Barbara County. The actual number of openings *in all occupations for all industries* would be much higher.

Office Clerk, General (43-9061), projected employment by county
http://www.labormarketinfo.edd.ca.gov/aspdotnet/SupportPage/AllOccPrj.aspx?soccode=439061

	Estimated employment	Projected employment	Numeric change	% change	Additional openings due to net replacements
San Luis Obispo County (2014-2024)	2,360	2,630	270	11.4	510
Santa Barbara County (2014-2024)	3,400	3,720	**320**	9.4	730

California (2014-2024)	331,200	363,500	32,300	9.8	71,400

Potential wages for program completers:

According to the California Employment Development Department,, the median annual salary for a general office clerk in the Santa Maria-Santa Barbara metropolitan area was $33,502 in 2017. The agency predicts a 9.8 percent increase in available jobs statewide through 2024.

Cover

Program Title Beginning Computer Skills

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Completion

Date Reviewed Semester Spring

Year 2017

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

Proposed Start 08/20/2018

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

This certificate provides students with basic computer skills needed to prepare them for entry-level office jobs or to transition into credit-level courses. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

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

21st century jobs demand information literacy, media, and technology skills. The noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Co-Contributor

Contributor

- Healy, Elaine (ehealy@hancockcollege.edu)
- Messina, Michael (mmessina@hancockcollege.edu)

Program Goals and Objectives

The Beginning Computer Skills Certificate introduces the basics of using a computer, email, the Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.
Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.
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.

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016) Computer skills are in high demand, in a variety of fields, and from entry-level to middle skills jobs to management positions.
Enrollment and Completer Projections
Enter estimated number of program completers:

20
What were the enrollment projections based on?

Current completion rates.

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?

This program at Allan Hancock College does not represent an unnecessary duplication of other vocational or occupational training programs in the area. The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

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.

Cuesta College (38 miles away) - does not have a similar program. Santa Barbara City College (63 miles) is not a viable option for those dependent on public transportation. For those with a vehicle, it is possible. Their program uses a flipped model which can be intimidating for people with limited computer experience. The students pay a subscription at Lynda.com to view videos, then attend class for up to 10 hours per class. There are two required classes, and two electives. https://sccrcolleges.org/sbcc-catalog/item/beginning-computer-skills-certificate
Faculty persons contacted at colleges offering similar programs.

n/a

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

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

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

Yes. The computer lab classrooms have adequate computers, projector, printers, and current software.
List qualified faculty members who will be available to teach the program.

Antles, Bergstrom-Smith, C. Gonzalez, Velasco, K. Garcia, Mercado-Gomez, Predazzi, Wamboldt, Uribe
Is this adequate? If no, list additional faculty and/or staff resource needs.

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

The computer lab classrooms have adequate computers, projector, printers, and current software.
Is this adequate? If no, list the types of facility needs for this program.

Yes.

Catalog Description

Catalog Description

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

Program Completion Requirements

Minimum of 75% attendance

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.**

2. **Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.**

3. **Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.**

4. **Identify what to look for when buying a computer.**

Program Requirements

Course Block Definitions

1. **Required Courses**

   Block Header

   Block Footer

   Override Default Hour Calculations

   No
   Hour Min

   7.00
   Hour Max

   7.00
   Program Courses

   1. **Course**

      VOCE 7100 - Computers and You: Level 1 0.000 *Approved*
      Non-Course Requirements

      Subject

      VOCE - Vocational Community Ed (NC)
      Course

      VOCE 7100 - Computers and You: Level 1 0.000 *Approved*
      Condition

      Hour Range

      Min

      Max

      Exception Identifier

      Exception

   2. **Course**

      VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*
      Non-Course Requirements

      Subject

      VOCE - Vocational Community Ed (NC)
      Course

      VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*
      Condition

      Hour Range

      Min

      Max

      Exception Identifier

      Exception

   3. **Course**

      VOCE 7108 - Computer Skills Lab 0.000 *Approved*
      Non-Course Requirements

      Subject

      VOCE - Vocational Community Ed (NC)
      Course

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

4. **Course**

VOCE 7109 - Microsoft Windows 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7109 - Microsoft Windows 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. **Choose one of the following courses:**

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

VOCE 7103 - Introduction to the Internet 1.000 - 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7103 - Introduction to the Internet 1.000 - 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. **Course**

VOCE 7110 - Social Media 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7110 - Social Media 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

3. **Course**

VOCE 7111 - Email 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7111 - Email 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes

Apprenticeship No

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

Digital Literacy is no longer optional. Many entry-level jobs require basic computer skills. People reentering the workforce may find their technology skills outdated and will benefit from short-term vocational training. The requirement for computer skills is is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. Job opportunities include, but are not limited to, the following: • Office Clerk • Customer Service Representative • Sales Associate • Order clerk • Hotel/Motel Desk Clerk • Receptionist According to the California Employment Development Department, the median annual salary for a general office clerk in the Santa Maria-Santa Barbara metropolitan area was $33,502 in 2017. The agency predicts a 9.8 percent increase in available jobs statewide through 2024. The state's median annual salary for an office/administrative supervisor was $58,662 in 2017. Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry. Computer skills are highly valued in 62 percent of all jobs, according to Georgetown University's report on job growth and education requirements through 2020.

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:

320

Advisory Committee Recommendations

Advisory Committee Members

n/a
Summary of Recommendations

n/a
Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File
Supporting document - VOCE Certificate of Completion - Basic Computer Skills.docx (/Form/Program/_DownloadFile/278/2757?fileId=99)
Certificate of Comnpletion Program Narrative - Beginning Computer Skills.docx (/Form/Program/_DownloadFile/278/2757?fileId=202)

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. Yes

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 Beginning Computer Skills

Top Code 0514.00 - Administrative Assistant and Secretarial Science, General*

CIP Code

Lecture Load 0.45

Lab Load

Total Workload 0.45

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials

Other

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)

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.

Course Review Date

Program Review Date

The program is feasible:

Projecting 20 annual completers: 20 students x 128-144 hrs. = 4.88-5.49 FTES = $24,966.10 - $28,086.86
The program is not feasible:

Funding Source/Plan

Codes

Special Dates

Instructional Services
Date Reviewed Semester Spring

Year 2017

Catalog Term

Top Code 0514.00 - Administrative Assistant and Secretarial Science, General*

Program Control Number 1234

Is CDCP No

Originator Joan Bergstrom-Smith

Origination Date 12/07/2017

Comments

Program Control Number is a placeholder. To be completed later by Chancellor's office.

CCCCO Entry

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

TOP Code 0514.00 - Administrative Assistant and Secretarial Science, General*

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.45
New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment Yes

Net Annual Labor Demand 320

Program Review Date

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

ALLAN HANCOCK COLLEGE

Program Narrative
Noncredit Certificate of Completion: Microsoft Office Basics

Item 1. Program Goals and Objectives

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This may prepare students for office-related career positions, transition to a credit CBIS certificate or degree program, or support small business owners.

Objectives:

- Proficiently use a variety of current software programs being used in the workplace.
- Improve typing/keyboarding efficiency.
- Communicate through email.
- Identify and describe features used in Microsoft Word.
- Create professional quality documents using the basic features of Word.
- Review and correct documents.
- Identify and describe features used in Microsoft Excel.
- Create professional quality spreadsheets using the basic features of Excel, including entering data and formulas into cells, and built-in functions.
- Analyze data using sort, filter, and charts.
- Identify and describe features used in Microsoft PowerPoint.
- Create professional looking slide shows.
- Present a slide show.
- Identify and describe features used in Microsoft Publisher.
- Create professional quality publications using the basic features of Publisher.
- Determine the appropriate layout for type of publication.

Item 2. Catalog Description

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher.

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles."

Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

The graduate of the Certificate of Completion in Microsoft Office Basics will:

- Use Word to create professional quality letters, certificates, flyers, labels and more.
- Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
- Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
- Create slides, and add pictures, animation, and music to presentations.
- Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.

A total of 136-156 hours is required for the certificate of completion.

Required courses:

Course Prefix & Number	Course Title	Course Hours
VOCE 7105	Intro to Microsoft Word	32-36
VOCE 7107	Intro to Microsoft Excel	32-36
VOCE 7112	Intro to Microsoft PowerPoint	16-18
VOCE 7113	Intro to Microsoft Publisher	16-18
VOCE 7108	Computer Skills Lab	40-48

Item 3. Program Requirements

Advisory: Recommended completion of Computers & You Levels 1 & 2 prior to taking the required courses.

VOCE 7100 - Computers and You: Level 1. Upon completion students should be able to:

1. Identify the different components of a personal computer.
2. Demonstrate the ability to apply mouse skills in the operation of a computer.
3. Operate the main keys on a keyboard.
4. Show the basic techniques in Windows Operating System, such as, opening and saving files.
5. Demonstrate the ability to navigate the Internet.
6. Create a basic Microsoft Word document.

VOCE 7101 - Computers and You: Level 2. Upon completion students should be able to:

1. Use History features and create Favorites using an Internet browser.
2. Send, receive, and respond to E-mail messages.
3. Create documents and manage files in Microsoft Word.
4. Create basic spreadsheets in Microsoft Excel.
5. Create basic PowerPoint presentations.

Students must complete a minimum of 40 hours in the Computer Skills Lab, and 75% attendance in all other required courses in order to receive a certificate of completion.

Requirements	Course Prefix and No.	Course Title	Course Hours
75% attendance in these courses	VOCE 7105	Intro to Microsoft Word	32-36 lecture hours
	VOCE 7107	Intro to Microsoft Excel	32-36 lecture hours
	VOCE 7112	Intro to Microsoft PowerPoint	16-18 lecture hours
	VOCE 7113	Intro to Microsoft Publisher	16-18 lecture hours
40 hours of lab	VOCE 7108	Computer Skills Lab	40-48 lab hours
Prerequisite	None		
Total			136-156

Possible Course Sequence

Semester 1 Fall:	VOCE 7105	32-36 hours
	VOCE 7112	16-18 hours
	VOCE 7108	20 hours

Semester 2: Spring:	VOCE 7107	32-36 hours
	VOCE 7113	16-18 hours
	VOCE 7108	20 hours

Note: student may complete lab hours in one semester, or they may repeat the lab course and combine the hours over multiple semesters to meet the 40-hour requirement.

Item 4. Master Planning

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs.

Demand for Microsoft Office skills:

A report by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles." https://www.burning-glass.com/wp-content/uploads/Digital_Edge_report_2017_final.pdf   Possible careers include: Customer Service Representative, Office/Administrative Assistant, Bookkeeper/Accounting Clerk, Scheduler/Operations Coordinator, Management and Supervision in a variety of industries.

Net annual labor demand: 230 and more

Careers requiring computer skills are not limited to office work. Technology skills are in demand in nearly every industry. Computer skills are highly valued in 62 percent of all jobs, according to Georgetown University's report on job growth and education requirements through 2020.

Since this certificate does not lead to employment in one particular field (like Welding or Nursing), precise statistics cannot be provided for number of expected job openings. Using Office and Administrative Support Supervisors as an example provides a minimum number of 230 openings in Santa Barbara County. The actual number of openings in all occupations for all industries would be much higher.

Office and Administrative Support Supervisors (43-1011), projected employment by county
http://www.labormarketinfo.edd.ca.gov/aspdotnet/SupportPage/AllOccPrj.aspx?soccode=431011

	Estimated employment	Projected employment	Numeric change	% change	Additional openings due to net replacements
San Luis Obispo County (2014-2024)	1,040	1,290	250	24.0	160
Santa Barbara County (2014-2024)	1,770	2,000	**230**	13.0	270
California (2014-2024)	174,300	198,300	24,000	13.8	26,300

Potential wages for program completers:

According to the California Employment Development Department, the [state's median annual salary](#) for an office/administrative supervisor was $58,662 in 2017. They predict a 13% increase in the number of jobs in Santa Barbara County.

Cover

Program Title Microsoft Office Basics

Department Noncredit Education

Discipline Vocational Community Ed (NC)

Award Type Certificate of Completion

Date Reviewed Semester Spring

Year 2017

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

Proposed Start 08/20/2018

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

This certificate is for students to build proficiency in the Microsoft Office suite and prepare them for office-related positions, transition them into a credit CBIS certificate or degree program, or to support them as a small business owner. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan)

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

21st century jobs demand information literacy, media, and technology skills. The noncredit program provides adults the opportunity to add or upgrade job skills necessary to remain competitive in current job markets.

Co-Contributor

Contributor

- Healy, Elaine (ehealy@hancockcollege.edu)
- Messina, Michael (mmessina@hancockcollege.edu)

Program Goals and Objectives

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This may prepare students for office-related career positions, transition to a credit CBIS certificate or degree program, or support small business owners.
Briefly describe the curriculum addition/modification (i.e. development of new curriculum: instructional methodology, etc.)

The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.
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.

The California Community Colleges help to prepare the workforce by developing and providing training programs in the skill areas that employers need. (page 8 of California Community Colleges Long-Range Master Plan, 2016) Computer skills are in high demand, in a variety of fields, and from entry-level to middle skills jobs to management positions.
Enrollment and Completer Projections
Enter estimated number of program completers:

20
What were the enrollment projections based on?

Current completion rates.

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?

This program at Allan Hancock College does not represent an unnecessary duplication of other vocational or occupational training programs in the area. The current Career Development Certificate in Computer Applications is being split into two certificates (Beginning Computer Skills, and Microsoft Office Basics), each with a more specific focus and a shorter completion timeframe.

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.

Cuesta College (38 miles away) - does not have a similar program. Santa Barbara City College (63 miles) is not a viable option for those dependent on public transportation. For those with a vehicle, it is possible. Their program uses a flipped model which can be intimidating for people with limited computer experience. The students pay a subscription at Lynda.com to view videos, then attend class for up to 10 hours per class. There are three required classes, and one elective. https://sccrcolleges.org/sbcc-catalog/item/basic-office-software-skills-certificate

Faculty persons contacted at colleges offering similar programs.

n/a

Adequate Resources

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

- Lab Equipment
- Media Equipment
- Qualified Staff
- Instructional Supplies
- Software/Technology

Other No

Please specify

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.

Antles, Bergstrom-Smith, C. Gonzalez, Velasco, K. Garcia, Mercado-Gomez, Predazzi, Wamboldt, Uribe

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

Yes.

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

The computer lab classrooms have adequate computers, projector, printers, and current software.

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

Yes.

Catalog Description

Catalog Description

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher.

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report (http://www.burning-glass.com/research/digital-skills-gap/) by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles."

Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

Program Completion Requirements

Minimum 75% attendance

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Use Word to create professional quality letters, certificates, flyers, labels and more.**

2. **Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.**

3. **Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.**

4. **Create slides, and add pictures, animation, and music to presentations.**

5. **Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.**

Program Requirements

Course Block Definitions

1. **Recommendation:**

   Block Header

   Recommended completion of Computers & You Levels 1 & 2 prior to taking the required courses
   Block Footer

   Override Default Hour Calculations

   No
   Hour Min

   Hour Max

   Program Courses

   1. **Course**

      VOCE 7100 - Computers and You: Level 1 0.000 *Approved*
      Non-Course Requirements

      Recommended completion of Computers & You Levels 1 & 2 prior to taking these courses.
      Subject

      VOCE - Vocational Community Ed (NC)
      Course

      VOCE 7100 - Computers and You: Level 1 0.000 *Approved*
      Condition

      Hour Range

      Min

      32.00
      Max

      36.00
      Exception Identifier

      Exception

   2. **Course**

      VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*
      Non-Course Requirements

      Subject

      VOCE - Vocational Community Ed (NC)
      Course

      VOCE 7101 - Computers and You: Level 2 2.000 - 0.000 *Approved*
      Condition

      Hour Range

      Min

      Max

Exception Identifier

Exception

2. **Required Courses**

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

VOCE 7105 - Intro to Microsoft Word 2.000 - 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7105 - Intro to Microsoft Word 2.000 - 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

2. **Course**

VOCE 7107 - Intro to Microsoft Excel 2.000 - 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7107 - Intro to Microsoft Excel 2.000 - 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

3. **Course**

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7108 - Computer Skills Lab 0.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

4. **Course**

VOCE 7112 - Intro to Microsoft PowerPoint 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7112 - Intro to Microsoft PowerPoint 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

5. **Course**

VOCE 7113 - Intro to Microsoft Publisher 1.000 *Approved*

Non-Course Requirements

Subject

VOCE - Vocational Community Ed (NC)

Course

VOCE 7113 - Intro to Microsoft Publisher 1.000 *Approved*

Condition

Hour Range

Min

Max

Exception Identifier

Exception

CTE Documentation

If this page is blank, then this program does not have "CTE" as a selection. Please check the Cover page.

Gainful Employment Yes

Apprenticeship No

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

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles." Possible careers: • Customer Service Representative • Office / Administrative Assistant • Bookkeeper / Accounting Clerk • Scheduler / Operations Coordinator • Management and Supervision in a variety of industries According to the California Employment Development Department, the median annual salary for a customer service representative in California was $37,893 in 2017. The agency predicts a 14.9 percent increase in available jobs statewide through 2024. The state's median annual salary for an office/administrative supervisor was $58,662 in 2017.

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:

230

Advisory Committee Recommendations
Advisory Committee Members

n/a
Summary of Recommendations

n/a
Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File
Supporting document - VOCE Certificate of Completion - Microsoft Office.docx (/Form/Program/_DownloadFile/279/2757?fileId=98)
Certificate of Comnpletion Program Narrative - Microsoft Office Computer Skills.docx (/Form/Program/_DownloadFile/279/2757?fileId=203)

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. Yes

Approximate cost of additional materials and equipment to implement new curriculum

104.00
Additional comments:

The library does not own adequate resources to support two of the courses in this program (identified individually during course review): VOCE 7105 and VOCE 7107. The cost to purchase texts for these two courses is approx. $104.

Feasibility Analysis - Dean's Page

Program Title Microsoft Office Basics

Top Code 0514.00 - Office Technology/Office Computer Applications

CIP Code

Lecture Load 0.28

Lab Load

Total Workload 0.28

New Faculty

New Equipment Needs

Facilities/Repairs

New Support Staff

Library Materials 104.00

Other

Total Fiscal Impact 104.00

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)

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.

Course Review Date

Program Review Date

The program is feasible:

Projecting 20 annual completers: 20 students x 80-90 hrs. = 3.05-3.43 FTES = $15,603.81 - $17,554.29

The program is not feasible:

Funding Source/Plan

Codes

Special Dates

Instructional Services

Date Reviewed Semester Spring

Year 2017

Catalog Term

Top Code 0514.00 - Office Technology/Office Computer Applications

Program Control Number 5678

Is CDCP No

Originator Joan Bergstrom-Smith

Origination Date 12/07/2017

Comments

Program Control Number is a placeholder. To be completed later by Chancellor's office.

CCCCO Entry

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

TOP Code 0514.00 - Office Technology/Office Computer Applications

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.28

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials 104.00

Gainful Employment Yes

Net Annual Labor Demand 230

Program Review Date

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

Allan Hancock College
Program Outline

Title: "30 UNIT" OPTION
Award Type: Certificate of Achievement

The LVN "30-unit" option (Certificate of Achievement) is another alternative to becoming eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and pursue a career as a "non-graduate" registered nurse in the state of California. The student choosing this option is NOT considered a graduate of the nursing program or the college. Most other states do not recognize California's LVN "30-unit" option and will not issue RN licenses to these LVNs. Applicants to the "30-unit" option must meet with the LVN-to-RN program director for advisement.

The "30-unit" option requires current licensed vocational nurse (LVN) licensure. For recent vocational nursing graduates waiting to take the National Council Examination for Practical Nurses (NCLEX-PN), continuation in the program is contingent upon passing the licensure examination.

Upon completion of the 30-unit option, the student is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The graduate of the Certificate of Achievement in "30 UNIT" OPTION will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements

A total of 30 units is required for the certificate.

Science Requirements		Units: 8.5
BIOL125	Human Physiology	4
BIOL128	Microbiology	4.5

Spring Semester		Units: 9
NURS103	RN Practicum 1	5
NURS104	Med Surg Nursing 2	3
NURS111	RN Skills 1	1

Fall Semester		Units: 12.5
NURS106	Leadership & Management	1.5
NURS108	RN Practicum 2	5

| NURS109 | Med Surg Nursing 3 | 3 |
| NURS110 | Mental Health Nursing | 3 |

Total Program Units   **30**

Allan Hancock College
Program Outline

Title: LVN-to-RN (Licensed Vocational Nurse-to-Registered Nurse / Registered Nursing / Associate Degree in Nursing)
Award Type: Associate in Science

The LVN-to-RN program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester.

The LVN-to-RN program is specifically designed to provide the licensed vocational nurse (LVN) with an opportunity for career advancement and prepare the LVN for the additional responsibilities required of the registered nurse.

Eligibility requirements to apply for the LVN-to-RN program include completion of program prerequisites, having a current California LVN license OR recent completion of an accredited vocational nursing program and eligibility to take the National Council Examination for Practical Nurses (NCLEX-PN), and entrance criteria. Students who recently completed an accredited vocational nursing program must have a California LVN license by the end of the spring (first semester) to be able to complete the LVN-to-RN program. Continuation in the program is contingent upon passing the NCLEX-PN. Students who have LVN license must maintain current licensure throughout the LVN-to-RN program.

The LVN-to-RN program entrance criteria include grade point average (GPA), a maximum of four (4) science repeats, and an acceptable score on a readiness examination.

The LVN-to-RN program prerequisites must be completed with a grade of "C" or better. These courses are BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 331, and ENGL 101. In addition, the student must complete the college's graduation requirements for an associate degree.

The graduate of the LVN-to-RN program is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The graduate of the Associate in Science in LVN-to-RN (Licensed Vocational Nurse-to-Registered Nurse / Registered Nursing / Associate Degree in Nursing) will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements

A major of 26.5 units is required for the associate in science degree.

Units: 13.5

Spring Semester

NURS101	Transitions to Professional Practice	1.5
NURS102	Med Surg Nursing 1	3

NURS103	RN Practicum 1	5
NURS104	Med Surg Nursing 2	3
NURS111	RN Skills 1	1

Fall Semester		**Units: 13**
NURS106	Leadership & Management	1.5
NURS108	RN Practicum 2	5
NURS109	Med Surg Nursing 3	3
NURS110	Mental Health Nursing	3
NURS112	RN Skills 2	0.5

Total Program Units **26.5**

Allan Hancock College
Program Outline

Title: English as a Second Language
Award Type: Certificate of Accomplishment

The credit English as a second language (ESL) program provides nonnative speakers with the linguistic foundation necessary for further personal, vocational, and academic endeavors as well as helps them assimilate to life in the United States. The certificate of accomplishment includes reading, writing, grammar, and conversational skills. These courses will enable students to read advanced ESL passages and respond in writing, write well-organized, cohesive paragraphs with minimal errors, use advanced grammatical structures appropriately in a variety of contexts, and participate in conversations in a variety of settings (social, academic, medical, etc.).

The graduate of the Certificate of Accomplishment in English as a Second Language will:

- be independent language learners and have core competencies in English reading, writing, grammar, speech, and listening to achieve their personal, vocational, and academic goals.

Program Requirements

A total of 14 units is required for the certificate.

Required core courses (11 units)		**Units: 11**
ESL540	Advanced Reading for ESL	4
ESL541	Advanced Writing for ESL	4
ESL552	Advanced Grammar for ESL	3

Plus a minimum of 3 units selected from the following:		**Units: 3**
ESL544	Advanced Conversation for ESL	3
ESL555	Pronunciation for ESL	3
ESL572	Public Speaking for ESL	3

Total Program Units	**14**

Allan Hancock College
Program Outline

Title: Elementary Spanish Language Skills
Award Type: Certificate of Accomplishment

The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of elementary level Spanish assists people who would be using it for business, or in routine work, such as developing contacts, exchanging information, confirming meeting arrangements, and other administrative tasks typical of line supervisors, receptionists, clerical and/or administrative staff in direct contact with the public.

The graduate of the Certificate of Accomplishment in Elementary Spanish Language Skills will:

- Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the elementary level.
- Use and understand up to 1,000 of the most frequently encountered words and phrases.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

Program Requirements

A total of 13-15 units is required for the certificate.   **Units: 13 - 15**

SPAN101	Elementary Spanish I	5
SPAN102	Elementary Spanish II	5
SPAN111	Intermediate Spanish Conversation	2
SPAN189	Independent Projects	1 - 3

Total Program Units   **13.00 - 15.00**

Allan Hancock College
Program Outline

Title: Theatre: Professional Acting
Award Type: Certificate of Achievement

A two-year vocational training program designed to develop the skills in acting necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory Theatre. Admittance to program is by audition/interview.

The graduate of the Certificate of Achievement in Theatre: Professional Acting will:

- develop the ability to collaborate with professionals in a rehearsal and performance process, demonstrating professional ethics, working discipline and performance skills to function at the highest standards of the theatrical profession.
- develop a process for acting and text analysis which recognizes the activation of text as the central component of the rehearsal and performance process.
- develop and improve vocal and physical techniques in support of character development in a rehearsal and performance process.
- apply the principles and techniques of ensemble playing to any rehearsal process.

Program Requirements

A total of 72 units is required for the certificate.

Required core courses: **Units: 18**

Semester 1

THEA101	Applied Professional Acting I	10
THEA103	Beginning Professional Theatre Dance Styles	2
THEA110	Beginning Production Laboratory	3
THEA114	Beginning Performance Laboratory	3

Semester 2 **Units: 18**

THEA102	Applied Professional Acting 2	10
THEA104	Intermediate Professional Theatre Dance Styles	2
THEA111	Intermediate Production Laboratory	3
THEA115	Intermediate Performance Laboratory	3

Semester 3 **Units: 18**

THEA112	Advanced Intermediate Production Laboratory	3
THEA116	Advanced Intermediate Performance Laboratory	3
THEA120	Advanced Professional Acting 1	10
THEA122	Advanced Intermediate Professional Theatre Dance Styles	2

Semester 4 **Units: 18**

THEA113	Advanced Production Laboratory	3
THEA117	Advanced Performance Laboratory	3
THEA121	Adv. Professional Acting II	10
THEA123	Advanced Professional Theatre Dance Styles	2

Recommended Electives (not required for the certificate of achievement)

DANC120	Beginning Ballet	2

DANC130	Beginning Jazz	2
DRMA110	History of World Theatre 1	3
DRMA111	History of World Theatre 2	3
DRMA189	Independent Projects in Drama	1 - 3
THEA310	Beginning Summer Touring Repertory Production	10
THEA311	Intermediate Summer Touring Repertory Production	10
THEA312	Advanced Intermediate Summer Repertory Production	10
THEA313	Advanced Summer Touring Repertory Production	10

Total Program Units   **72**