

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period September 5 – November 7, 2019

December 10, 2019

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Robert Senior, English

Adrienne Allebe, 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

Leslie Torres, 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:



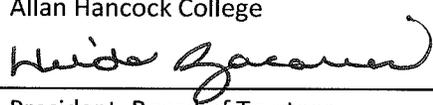
President, Academic Senate



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 summer/fall 2020, unless otherwise noted, and pending Chancellor's Office approval.
Catalog year 2020/21

NEW Credit Courses

Discipline	Course Prefix and Title	Units
ASL	ASL 126 American Sign Language 4 Prerequisite: ASL 124 American Sign Language 3 There is currently no level 4 ASL class on the central coast while there is a large population of students interested in taking this course for career pathways and vocational purposes. This course will also serve as core units in a new ASL certificate.	3
ECS	ECS 313 Science for Young Children ECS 314 Engineering and Technology for Young Children ECS 315 Math for Young Children These ECS courses are the results of the Teacher Preparation Grant (TPG). The TPG supports, promotes, and trains teachers for children (birth through college). The course is needed to support the growing demand for workforce training in STEM.	0.5 0.5 0.5
LGBT	LGBT 101 Introduction to LGBT Studies LGBT 102 LGBT Communities, Family, and Education in the 21 st Century Students of all sexual orientations and gender identities have found the offerings in LGBT studies to be important for their future careers as they strive to become more open within diverse populations. Faculty recognize the interdisciplinary nature of the intersection of sexuality, gender-identity, gender, race, class, ability, and age in understanding the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQQI) community. We believe interdisciplinary approaches to education are critical. Based on other community colleges who offer such courses, even as enrollments into CC's decline, courses like this one have been filled.	3 3
PHTO	PHTO 101 Histories of Photography PHTO 151 Portrait Photography These courses aim to address the gap between seeing and understanding photographs by introducing a diversity of ideas, approaches, and technologies that inform their making. It will be a core course in the Commercial Photography Certificate of Achievement. Portrait Photography has been offered successfully as an experimental course (PHTO179).	3 2

New Non-Credit Courses

Discipline	Course Prefix and Title	Hours
VOCE	VOCE 7701 Kitchen Basics ICCA	24-27
	VOCE 7703 Introduction to Cooking	24-27
	VOCE 7704 Understanding California Cottage Law	12-13.5
	VOCE 7707 Culinary Skills Development	12-13.5
	VOCE 7708 Baking Skills Development	12-13.5
	<p>This is the first set of courses in a series of 9 courses being proposed in preparation of a new noncredit certificate program "Introduction to Careers in Culinary Arts". This new program will meet the needs of students who are exploring possible career paths as well as students who are establishing independent businesses and need a shorter-term curriculum.</p>	

New Topics

Discipline	Course Prefix and Title	Units
THEA	THEA 198R Topics in Theatrical Performance Catalog Title: Rep of Sound of Music to Dolls House	3
	THEA 199Q Topics in Theatre Stagecraft Catalog Title: Exploration of Sound of Music to Dolls House	1

New Programs

Discipline	Program Title and Award	Units/Hours
ACCT	Accounting, Certificate of Achievement Formerly, Certificate of Accomplishment (15 units) This existing program is required to have state approval due to regulations that change the number of units required for state approval from 18 to 16 units. Modifications to this program increase the number of units from 15 to 21 units thereby requiring a new program proposal for state approval.	21
	The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker.	
	Accounting: Bookkeeping, Certificate of Achievement Formerly, Certificate of Accomplishment (12 units) This existing program is required to have state approval due to regulations that change the number of units required for state approval from 18 to 16 units. Modifications to this program increase the number of units from 12 to 18 units thereby requiring a new program proposal for state approval.	18
GRPH	Media Arts: Graphic Design, Certificate of Achievement	36

The Media Arts: Graphic Design Certificate of Achievement is a CTE program that is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. This certificate serves students and employers in the region and is designed to provide trained craftspeople to the print and media design industries.

LE	<p>Basic Law Enforcement Academy, Certificate of Achievement</p> <p>This is an existing program currently awarding a certificate of accomplishment. The program will provide students with the skills needed to enter and complete a field training program with a law enforcement agency and become certified by POST (Peace Officers Standards and Training). Students completing the program will have this completion noted on transcripts as a certificate of achievement.</p>	21-23.5
	<p>Core Custody Academy, Certificate of Accomplishment</p> <p>The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such. Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the statewide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged and faced with solving complex problems in a stressful, disciplined and structured environment. Recruits receive basic training in many phases of custody of prisoners. Students will understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting.</p>	11.5
	<p>State Hospital Peace Officer, Certificate of Achievement</p> <p>This certificate is designed to prepare those interested in a career as a California State Hospital Peace Officer. The State Hospital Peace Officer academy is a program unique to training and graduating police officers for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California.</p>	19
PHTO	<p>Media Arts: Commercial Photography, Certificate of Achievement</p> <p>The Commercial Photography Certificate of Achievement will prepare students for entry-level positions in the field of commercial photography. Students will acquire foundational skills in technical and aesthetic areas of photography. The program prepares students to encompass new technologies and adapt to evolving technical innovations and consumer demands.</p>	18
SOC	<p>Latino/a Studies, Associate in Arts</p> <p>Students with a degree in Latino/a Studies will be better prepared for work in education, politics and government; municipal, agricultural, and urban planning; social services; community arts and development; union organizing and labor relations; and public or business policy.</p>	24 - 25

NESL	<p>Basic ESL, Certificate of Competency</p> <p>This new program is a revised one from our current certificate of completion which requires 75% attendance hours per course to receive. This new program will be tied to revised CORs that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through more quickly while at the same time demonstrating competency in the four domains at that level.</p>	188-444 hours
NESL	<p>Advanced ESL, Certificate of Competency</p> <p>This new program is a revised one from our current certificate of completion which requires 75% attendance hours per course to receive. This new program will be tied to revised CORs that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through more quickly while at the same time demonstrating competency in the four domains at that level.</p>	188-444 hours

Course Review

Courses listed here have been reviewed as part of a regularly scheduled course review cycle. Specific modifications are noted below. Changes are effective 2020/21 catalog.

Discipline	Course Prefix and Title	Units
ECON	<p>ECON 101 Principles of Macro-Economics</p> <p>Prerequisite: MATH 311 Algebra 1 or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy. Distance Learning Offering: Internet</p>	3
	<p>ECON 102 Principles of Micro-Economics</p> <p>Prerequisite: MATH 311 Algebra 1 or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy. Distance Learning Offering: Internet</p>	3
	<p>ECON/BUS 121 Business Economics</p> <p>Distance Learning Offerings: Internet</p>	3
	<p>ECON/BUS/FCS 130 Consumer and Family Finance</p> <p>Distance Learning Offering: Internet</p>	3
	<p>ECON/BUS/GBST 141 Global Economics</p> <p>Completion of or concurrent enrollment in ECON 101 Principles of Macro-Economics; or ECON 102 Principles of Micro-Economics; or ECON 121 Business Economics; or BUS 121 Business Economics. Distance Learning Offerings: Internet</p>	3

HUSV	The human services courses are modified as a result of a regularly scheduled course review cycle, including cross-listed courses in the anthropology, psychology, and social science disciplines.	
	HUSV 104 Group Dynamics	3
	HUSV 106 Family Systems, Addiction & Trauma	3
	HUSV 107 Serving Culturally Diverse Clients Course included in the following programs: Human Services: Addiction Studies - Associate in Science	3
	HUSV 108 Crisis Intervention Skills Formerly Crisis Intervention Strategies Course included in the following programs: Human Services: Addiction Studies - Associate in Science	3
	HUSV 110 Alcohol, Other Drugs and Addiction	3
	HUSV 111 Addiction Treatment and Recovery Advisories: HUSV 102 Case Management of Diverse Clients, HUSV 103 Basic Counseling Skills, HUSV 110 Alcohol, Drugs, and Addiction; or PSY 106 Alcohol, Drugs, and Addiction; or SOC 106 Alcohol, Drugs, and Addiction	3
	HUSV 112 Motivational Interviewing and Non-confrontational Approaches Formerly, Gentle Communication Skills for Change	3
	HUSV 113 Women and Addiction	3
	HUSV 120 Human Services (General) Practicum Limitations on Enrollment To participate in Cooperative Work Experience in HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping field or related field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours	2
	HUSV 121 Human Services (General) Practicum Seminar	2

HUSV/PSY/SOC 122 States Of Consciousness	3
HUSV 126 Meditation, Mindfulness, and Stress Reduction Formerly, Meditation, Mindfulness, and Relaxation	3
HUSV/PSY 127 Emotional Intelligence	3
HUSV/PSY 128 Positive Psychology	3
HUSV 130 Addiction Studies Practicum Limitations on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 130: (1) Students must volunteer or work in the addiction treatment field, (2) Students must be able to become involved in a new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 130 may earn 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours	4
HUSV 131 Addiction Studies Practicum Seminar	2
HUSV/PSY 132 Drugs, the Brain and the Body Advisories: HUSV 110 Alcohol, Drugs, and Addiction; or SOC 106 Alcohol, Drugs, and Addiction; or PSY 106 Alcohol, Drugs, and Addiction	3
HUSV 140 Co-occurring Disorders Practicum Limitations on Enrollment Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 140: (1) students must be volunteering or working in the social services or interpersonal helping or related field focusing on the needs of persons with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 140 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.	2
HUSV 141 Co Occurring Disorders Practicum Seminar	2

	HUSV/PSY 142 Co-occurring Disorders Engagement	3
	HUSV/PSY 143 Co-Occurring Disorders: Integrated Interventions	
	HUSV 150 Family Studies Practicum Limitations on Enrollment: Permission of instructor is required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 150: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 150 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.	2
	HUSV 151 Family Studies Practicum Seminar	2
	HUSV 160 Family Service Worker 2 Practicum Limitations on Enrollment: To participate in Cooperative Work Experience in HUSV 160:(1) students must volunteer or work in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.	2
	HUSV 161 Family Service Worker 2 Practicum Seminar	2
LBRY	LBRY 170 Research Methods Formerly Library Research Methods. The course is being modified for three reasons: (1) to reflect a new (OER) textbook; (2) to remove ENGL 513 advisory; and (3) to change the name of the course.	2
MMAC	MMAC 114 Game and App Design Formerly Dynamic Internet Design There are changes in the content to align with current practice in the industry.	3
	MMAC/FILM116 Intermediate Animation Prerequisite: ART 115 Introduction to Animation; or MMAC 115 Introduction to Animation; or FILM 115 Intro to Animation. Course included in the following programs: Media Arts: Animation & Game Art - Associate in Science	3

	MMAC/FILM 117 3D Computer Animation	3
	Advisories: GRPH 111 Digital Imager Lab or GRPH 112 Digital Imagery or FILM 110 Introduction to Motion Picture and Video Production	
	MMAC/FILM 118 3D Computer Animation 2	3
	Prerequisite: FILM 117 3D Computer Animation 1; or MMAC 117 3D Computer Animation. Course included in the following programs: Media Arts: Animation & Game Art - Associate in Science	
NURS	Nursing modifications are a result of a regularly scheduled course review cycle. Program analysis report in 2016 identified the VN curriculum as outdated and driven by learning outcomes that do not reflect the current role of the nurse. To meet this objective, key principles to learning outcome (program/course/student) statements such as patient-centered care, collaboration, evidence-based practice, quality improvement, safety, informatics, and professionalism, will be adopted to facilitate the delivery of the instruction to better prepare student nurses for their future role. Modifications were made to align with a cohesive conceptual framework. The changes include: titles, objectives, catalog description, content, assignment, evaluation, and text. Limitation on Enrollment: Admittance to the VN program. Successful completion of courses in scheduled progression	
	NURS 310 Pharmacology	3
	Limitations on Enrollment: Admittance to the VN Program. Course included in the following programs: Nursing: Licensed Vocational Nursing - Associate in Science (In Review), Nursing: Licensed Vocational Nursing - Certificate of Achievement.	
	NURS 311 Medication Administration	1.5
	NURS 317 Fundamentals of Nursing	3.5
	Limitations on Enrollment: Admittance to VN Program and successful completion of NURS 310. Course included in the following programs: Nursing: Licensed Vocational Nursing - Certificate of Achievement (In Review), Nursing: Licensed Vocational Nursing - Associate in Science.	
	NURS 318 Clinical Lab 1	8
	Corequisite: NURS 311 Medication Administration; and NURS 317 Fundamentals of Nursing Limitations on Enrollment: Admittance to VN Program and successful completion of NURS 310. Course included in the following programs: Nursing: Licensed Vocational Nursing - Associate in Science (In Review). Nursing: Licensed Vocational Nursing - Certificate of Achievement.	
	NURS 320 Care for Older Adults	2
	Formerly: Gerontology	
	NURS 322 Maternal and Infant Health	2

Limitations on Enrollment: Admittance to VN Program and/or successful completion of the summer semester VN courses. Course included in the following programs: Nursing: Licensed Vocational Nursing - Certificate of Achievement (In Review), Nursing: Licensed Vocational Nursing - Associate in Science.

NURS 323 Respiratory Conditions 2
Formerly, Respiratory System

NURS 327 GI and Urinary Conditions 2.5
Formerly, Digestive and Urinary Systems
Limitations on Enrollment
Admittance to VN Program and/or successful completion of spring semester VN courses
Course included in the following programs: Nursing: Licensed Vocational Nursing - Certificate of Achievement (In Review), Nursing: Licensed Vocational Nursing - Associate in Science.

NURS 328 Clinical Lab 2 3
Limitations on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses. Course included in the following programs: Nursing: Licensed Vocational Nursing - Certificate of Achievement (In Review), Nursing: Licensed Vocational Nursing - Associate in Science.

NURS 329 Endocrine and Reproductive Conditions 2.5
Formerly, Endocrine and Reproductive Systems

NURS 330 Care of Infants and Children 1.5
Formerly, Pediatrics

NURS 331 Cardiovascular Conditions 2
Formerly, Circulatory System. Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses. Course included in the following programs: Nursing: Licensed Vocational Nursing - Associate in Science (In Review) Nursing: Licensed Vocational Nursing - Certificate of Achievement.

NURS 332 Neurosensory Conditions 2
Formerly, Neurosensory Systems. Limitations on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses. Course included in the following programs: Nursing: Licensed Vocational Nursing - Certificate of Achievement (In Review), Nursing: Licensed Vocational Nursing - Associate in Science.

NURS 335 Skin and Musculoskeletal Conditions 2.5
Formerly, Skin & Musculoskeletal Systems

NURS 337 Professional Relationships 1
Limitations on Enrollment
Admittance to VN Program and/or successful completion of summer semester VN courses

Course included in the following programs: Nursing: Licensed Vocational Nursing - Associate in Science, Nursing: Licensed Vocational Nursing - Certificate of Achievement.

NURS 338 Clinical Lab 3 8

Limitations on Enrollment

Admittance to VN Program and/or successful completion of summer semester VN courses

Course included in the following programs: Nursing: Licensed Vocational Nursing - Associate in Science, Nursing: Licensed Vocational Nursing - Certificate of Achievement.

MODIFICATIONS Effective 2020/21 catalog

Major Course Modifications

Discipline	Course Prefix and Title	Units
EL	EL 118 Fundamentals of DC and AC Circuits Analysis Corequisite: EL 119 Fundamentals of DC and AC Circuits Analysis Laboratory. The math prerequisite is being removed from the course.	3
MA	MA 305 Body Systems and Disease	5
	MA 352 MA Administrative Procedures The catalog descriptions are modified to accommodate cross-listed courses in a new discipline, medical billing, MB 305 and MB 352	4

Modify Non-Credit Course

Discipline	Course Prefix and Title	Hours
OLDR	OLDR 7102 Current Topics	32-36

Program Modifications

Discipline	Program Title and Award	Units
CBIS	Computer Business Information Systems, Associate in Science The advisory committee and academic dean recommended the program changes to reduce the total core units from 27 units to 21 units. ACCT 105 replaces ACCT 130. EL 105 and CBIS 121 are moved from the core to electives.	21
ECS	Early childhood studies programs were updated to align with the revised Curriculum Alignment Project. The advisory committee, department, and discipline faculty vet the program modifications.	

	Early Childhood Studies: Program Director/Administration Emphasis, Associate in Science	48
	Core units are changing from 35 to 39 units, ECS 149, Cooperative Work Experience, ECS 150, Administration II, and ECS 303, Introduction to Early Childhood are being added to the required core, selected units are changing from 6 to 9 units, the total major units are changing from 38 to 48 units	
	Early Childhood Studies: Program Director/Administration Emphasis, Certificate of Achievement	48
	Core units are changing from 35 to 39 units, ECS 149, Cooperative Work Experience, ECS 150, Administration II, and ECS 303, Introduction to Early Childhood are being added to the required core, selected units are changing from 6 to 9 units, the total major units are changing from 38 to 48 units	
	Early Childhood Studies: General, Associate in Science	43
	Core units are changing from 33 to 31 units, courses added to required core: ECS 149, Cooperative Work Experience, ECS 303, Introduction to Early Childhood. The total program units are changing from 39 to 43 units.	
	Early Childhood Studies: General, Certificate of Achievement	46
	Core units are changing from 33 to 40 units. Courses added to required core: ECS 149, Cooperative Work Experience, ECS 303, Introduction to Early Childhood. The total program units are changing from 39 to 46 units	
	Early Childhood Studies: Special Education, Associate in Science	43
	Courses are being added and/or removed. Core units are changing from 38 to 37 units. Courses added to required core: ECS 149, Cooperative Work Experience, ECS 303, Introduction to Early Childhood. The total major units are changing from 41 to 43 units.	
	Early Childhood Studies: Elementary Education, Associate in Science	44
	Courses are being added and/or removed. Core units are changing from 39 to 38 units. ECS 303, Introduction to Early Childhood is replacing ECS 133, Technology for Educators in the required core. The total program units are changing from 42 to 44 units	
	Early Childhood Studies: Elementary Education, Certificate of Achievement	44
	Courses are being added and/or removed. Core units are changing from 39 to 38 units. ECS 303, Introduction to Early Childhood is replacing ECS 133, Technology for Educators in the required core. The total program units are changing from 42 to 44 units	
HUSV	Human Services: Addiction Studies Basic, Certificate of Accomplishment	12
	The program is modified to include the HUSV 110 cross-listed courses namely: SOC 106 and PSY 106	
	Human Services: Addiction Studies Foundation, Certificate of Accomplishment	12
	Replacing HUSV 104, HUSV 108, and HUSV 110 with HUSV 101, HUSV 102, and HUSV 103.	

	Human Services: Addiction Studies Advanced, Certificate of Accomplishment Add the cross-listed course for HUSV 132 and PSY 132	12
NURS	Licensed Vocational Nursing, Associate in Science There are no changes in the total required number of units. The program courses are re-sequenced to reflect current course offerings and a few course titles are changed.	47
	Licensed Vocational Nursing, Certificate of Achievement	47
MA	Medical Assisting, Certificate of Achievement	26.5
PLGL	Paralegal Studies, Associate in Science Moving CBOT 305, Legal Office Procedures from electives to required core.	36
REC	Recreation Management, Associate in Science The Recreation Management Advisory Committee has recommended that the HED 100 (Health and Wellness – 3 units) no longer be included in the list of selected units.	21
	Recreation Management, Certificate of Achievement	21

MISCELLANEOUS ITEMS

Request for Distance Learning

Course Prefix	Course Title	Units
ACCT 105	Introduction to Accounting	3
ACCT 131	Financial Accounting 1	3
ACCT 132	Financial Accounting 2	3
GEOG 105	Geography of California	3
PHTO 101	Histories of Photography	3
PHTO 151	Portrait Photography	2

Request for General Education

Course Prefix	Course Title	Units
GEOG 105	Geography of California	3
	ACH GE Category 2 Human Institutions	
	CSU GE Area D Social Sciences	
	IGETC Area 4 Social and Behavioral Sciences	

Course Drop/Deactivate Course

Course Prefix	Course Title	Units
ACCT 130	Financial Accounting	3
ECS 133	Technology for Educators	3
EMS 347	Wilderness EMS - Urban, Rural & Wilderness Search and Rescue Management	2.5
EMS 362	Wilderness EMS Man Tracking	0.5
EMS 416	Child Care First Aid & CPR Refresher	0.5
HUSV 105	Practicum Seminar	2
HUSV 124	Substance Abuse Prevention and Education	3
	Program Impact: Associate in Science Human Services: Addiction Studies Certificate of Achievement Human Services: Addiction Studies	
HUSV 144	Twelve Step Facilitation	3

New Discipline / Program Prefix

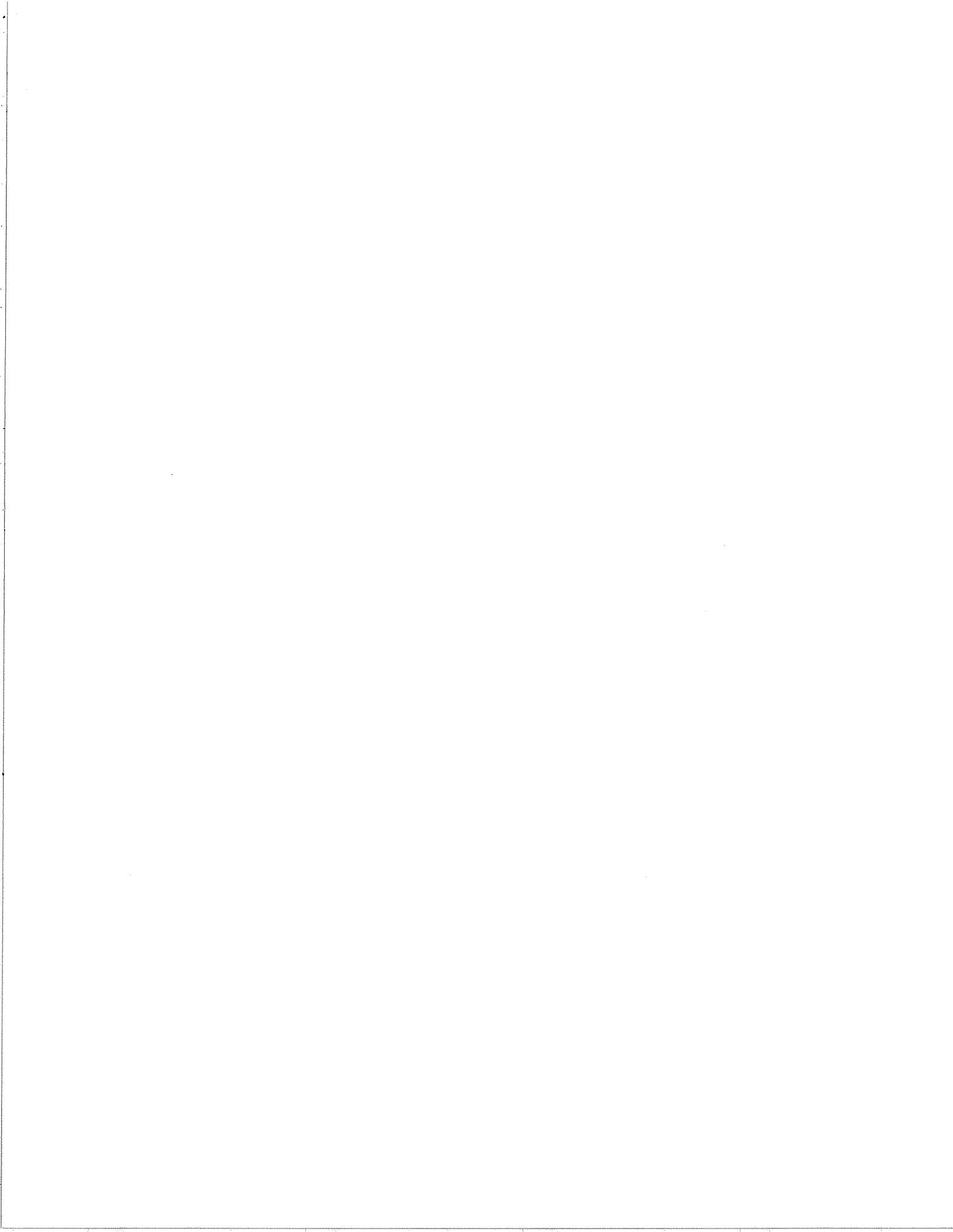
Discipline	Discipline Title
LGBT	Lesbian, Gay, Bi-sexual, and Transgender
Media Arts	Replacing: Applied Design Media Affected programs: graphics, web development, photography, animation, multimedia

Mathematics Competency Requirement

Background: The mathematics and counselling departments collaborated to review and revise the mathematics competency in light of current changes in the college placement process.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

- A. Successful completion of one of the following courses with a grade "C" or better: MATH 309, MATH 321, MATH 331, MATH 333/334 or any 100-level math course of at least three units.
- B. ~~Receive math placement recommendation for any 100-level math course based on the Accuplacer test~~ Successful completion of Algebra 2 or MATH 3 (UC A-G course list) at a high school with a grade of "C" or better.
- C. Successful completion of Algebra 2 or higher at an accredited collegiate institution.
- D. A score of "3" or higher on AP Statistics or any of the AP Calculus exams.



All Fields

Major Program Modification: Accounting - Certificate of Achievement

Cover

Program Title Accounting

Department Business Education

Discipline ACCT

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? No

Proposed Start 06/15/2020

Other

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

The regulations for certificates of achievement have changed the threshold for the number of units designated for certificates of achievement from 18 to 16 units. A new program proposal is required as a result of the units for the accounting certificate changing from 15 to 21 units.

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

This program is intended to prepare students for employment in public accounting and private industry. The Certificate of Achievement will introduce students to the detailed demands required for supervisors and managers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker. Students will gain understanding of the accounting processes, problem solving, the importance of clear communication and high personal ethical standards.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)

Program Goals and Objectives

This program is intended to prepare students for employment in public accounting and private industry. The Certificate of Achievement will introduce students to the detailed demands required for supervisors and managers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker. Students will gain understanding of the accounting processes, problem solving, the importance of clear communication and high personal ethical standards.

Program Learning Outcomes.

The graduate of the certificate program in Accounting will:

1. Record common bookkeeping and accrual transactions in an accounting information system.
2. Explain and analyze business transactions involving assets, liabilities, equity, revenues and expenses.
3. Prepare and read a set of financial statement consisting of an income statement, balance sheet, statement of stockholders'

equity, and statement of cash flows.

4. Perform common managerial/cost accounting analysis to help managers make better decisions.
5. Prepare a basic tax return and assist an individual or business owner with common tax issues.
6. Be proficient in the use of computer application such as QuickBooks and Excel.
7. Perform an effective analysis of financial statement information.

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

Increase total units from 15 to 21. ACCT 130 being replaced by Financial Accounting 1 (ACCT131) and Financial Accounting 2 (ACCT132). Each new course is 3 units. Modify Program description, add program learning outcomes

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.

Allan Hancock College offers programs that help advance all type of accounting students, from the tradition students to re-entry, working students who have returned for more education in hopes for future promotions. By providing this program to locals, Allan Hancock College ensures the economic growth and global competitiveness of not only Santa Barbara County, but also of California. This program focuses on providing detailed skills and training to its students who want to advance their careers in accounting and business.

This program will prepare local students for careers in accounting and finance by obtaining a Certificate of Achievement in Accounting. These opportunities also exist in small, medium and large companies. These opportunities exist in non-profit and government entities/agencies.

Enrollment and Completer Projections

Enter estimated number of program completers:

10

What were the enrollment projections based on?

Enrollment projections are based on the average number of students earning a certificate or degree from 2014/15 to date.

Place of Program in Existing 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?

The proposed Certificate of Achievement in Accounting program at Allan Hancock College will replace the current Certificate of Accomplishment in Accounting. The new Certificate of Achievement reflects a change of thought in the accounting programs. More emphasis is being placed on comprehension of accounting principles and concepts and preparing students for their next step in accounting, whether it be employment or further education in accounting as evidenced by the required Excel Comprehensive course.

The courses in the proposed Certificate of Achievement in Accounting program apply not just to those currently employed in accounting operations, but also to professionals and business owners in our community. In addition to expanding their own understanding of accounting, they may also refer their own employees to the program. Student enrolled in agriculture, art or veterinarian programs who are considering starting their own business may wish to obtain the accounting certificate.

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.

Currently, Certificate of Achievements are offered at Santa Barbara City College and Cuesta College in San Luis Obispo. The program at Santa Barbara City College is a 43 to 44-unit program, entitled Accounting Assistant Bookkeeper. Level IV. A total of twelve courses are required to earn the certificate. Of the twelve courses, only four are accounting courses. The remainder of the course are in business or information technology.

The program at Cuesta College is 21-unit program entitled Accounting Clerk. It consists of seven courses, only three of which are bookkeeping or accounting courses. The proposed Certificate of Achievement in Accounting program at Allan Hancock College offers a different emphasis than the other two programs. The Hancock Certificate of Achievement in Accounting program offers six accounting courses with one information technology. Our emphasis is to insure the students are technically qualified for employment when they complete the program.

Faculty persons contacted at colleges offering similar programs.

None

Adequate Resources

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

- Media Equipment
- Qualified Staff
- Instructional Supplies

Other Yes

Please specify

Classroom space

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

The resources of the college are adequate for this program.

List qualified faculty members who will be available to teach the program.

The faculty that is currently teaching these courses is comprised of one full time instructor and four part time instructors. All of the instructors have experience in business and industry. Three of the instructors are practicing Certified Public Accountants and one is a Certified Management Accountant & Certified Fraud Examiner.

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

Yes

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

Facilities and equipment are already in place. The library and media center resources are also adequate. Classroom space exists. Classes have been taught at in the Business Education department.

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

Completion of this certificate will indicate to employers that these students have demonstrated proficiency in financial accounting, managerial accounting, tax accounting, and computer applications used in the accounting process such as QuickBooks (computer accounting software) and Excel (spreadsheet software).

Program Completion Requirements

Students will be required to complete the program courses totaling 21 units. The program can be completed in three semesters:

Year 1 fall: 9 units Year 1 Spring: 6 units Year 2 Fall: 6 units

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Record common bookkeeping and accrual transactions in an accounting information system.**
2. **Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.**
3. **Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.**
4. **Perform common managerial/cost accounting analyses to help managers make better decisions.**

5. Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
6. Be proficient in the use of computer applications such as QuickBooks and Excel.
7. Perform an effective analysis of financial statement information.

Program Requirements

Course Block Definitions

1. A total of 21 units is required for the certificate.

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

2. Required core courses (21 units):

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

1. **Course**

ACCT 131 - Financial Accounting 1 3.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 131 - Financial Accounting 1 3.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. **Course**

ACCT 132 - Financial Accounting 2 3.000 *Approved*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 132 - Financial Accounting 2 3.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**

ACCT 140 - Managerial Accounting 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 140 - Managerial Accounting 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. **Course**

ACCT 150 - Introduction to Accounting Information Systems 3.000 - 0.000 *Historical*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 150 - Introduction to Accounting Information Systems 3.000 - 0.000 *Historical*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. **Course**

ACCT 160 - Introduction Financial Statement Analysis 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 160 - Introduction Financial Statement Analysis 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. **Course**

ACCT 170 - Introduction to Tax Accounting 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 170 - Introduction to Tax Accounting 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

7. **Course**

CBIS 141 - Active Microsoft Excel-Comprehensive 3.000 - 0.000 *Historical*

Non-Course Requirements

Subject

CBIS - Computer Business Information Systems

Course

CBIS 141 - Active Microsoft Excel-Comprehensive 3.000 - 0.000 *Historical*

Condition

Unit Range

Min

3.00

Max

3.00

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

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

According to the South Central Coast Center of Excellence for Labor Market Research, there is significant employment opportunities for applicants with accounting education. In 2018, there were 3,481 employer postings for occupations related to Accounting

Number of job postings:

Accountants and Auditors 981

Financial Managers 918

Tax Preparers 218
Budget Analysts 45
Accounting & Auditing Clerk 1319
Source: South Central Coast Center of Excellence for Labor Market Research

In the South Central Coast region, the number jobs related to Accounting is expected to increase over the next five years. Exhibit 2 contains detailed employment projections data for these occupations.

SOC 11-3031. Financial Managers. Projected Increase of 315 jobs which is 9% growth.
SOC 13-2011. Accountants & Auditors. Projected Increase of 419 jobs which is 6% growth.
SOC 13-2031 Budget Analysts. Projected Increase of 7 jobs which is 2% growth.
SOC 13-2082 Tax Preparers. Projected Increase of 35 which is 6% growth.
SOC 43-3031 Bookkeeping, Accounting, and Auditing Clerks. Projected No Change 0%
Source: Economic Modeling Specialists International (EMSI)

In 2017 there were 716 regional completions from programs related to the occupations identified in this analysis as related to Accounting, and 2,828 openings, indicating an undersupply.

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:

2112

Advisory Committee Recommendations
Advisory Committee Members

Richard Carmody
Business Services Manager, Retired
Allan Hancock College

Michael T. Galloway
Certified Public Accountant
Principal, Galloway, Andrews & Associates

Christine Lebar
Certified Public Accountant
Accounting Manager, Apio, Inc.

Myra McGill
Certified Public Accountant
Audit Manager, Crown Horwath, LLC

Nancy B. Shafer
Certified Public Accountant
Principal, Nancy B. Shafer, CPA

Keith Wall
Accounting Manager
MW Industries

Brent Darwin
Certified Management Accountant, Certified Fraud Examiner
Full Time Faculty, Allan Hancock College

Summary of Recommendations

The changes to the programs incorporating the new courses have been discussed at the Advisory Committee meetings for the past two years. At the most recent meeting in September, all members were in favor of the changes to the programs as significant steps towards improving student success.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Accounting LMI Report.pdf (/Form/Program/_DownloadFile/339/2241?fileId=408)

SCCRC Accounting Narrative - 2019-09.pdf (/Form/Program/_DownloadFile/339/2241?fileId=409)

SCCRC_Notice_of_Intent Form Acctg Cert 2019-07.docx (/Form/Program/_DownloadFile/339/2241?fileId=410)

Demand Accounting.pdf (/Form/Program/_DownloadFile/339/2241?fileId=411)

Supply Accounting.pdf (/Form/Program/_DownloadFile/339/2241?fileId=412)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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:

The library has adequate resources to support this course with no additional purchases required.

Feasibility Analysis - Dean's Page

Program Title Accounting

Top Code 0502.00 - Accounting*

CIP Code 52.0301: Accounting.

Lecture Load

Lab Load

Total Workload 0.000

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)

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.

This certificate supports the mission of AHC and CCC. It fulfills a demonstrated labor market need and college resources are adequate.

Course Review Date

Program Review Date 04/10/2020

The program is feasible:

Yes

The program is not feasible:

Funding Source/Plan

No additional funding is necessary to support the program.

Transfer Documentation

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

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum?

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

Special Dates

- Academic Senate
11/19/2010
- Board of Trustees
12/10/2019
- Effective
08/17/2020
- Regional Consortium
11/19/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 0502.00 - Accounting*

Program Control Number

Originator Darwin, Brent

Origination Date 08/08/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

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

TOP Code 0502.00 - Accounting*

Units for Degree Major/Emphasis (Minimum)

Units for Degree Major/Emphasis (Maximum)

Total Units (Minimum) 21

Total Units (Maximum) 21

Annual Completers

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand 2112

Program Review Date 04/10/2020

Apprenticeship

Distance Education Percentage 76-100%

District Governing Board Approval Date 12/10/2019

All Fields

Major Program Modification: Accounting: Bookkeeping - Certificate of Achievement

Cover

Program Title Accounting: Bookkeeping

Department Business Education

Discipline ACCT

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? No

Proposed Start 08/17/2020

Other

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

The Certificate of Achievement in Bookkeeping program currently exists as a Certificate of Accomplish. The Certificate of Achievement will provide a broader understanding of bookkeeping in the broader context of accounting and finance. The addition of the overarching Introduction to Accounting course will provide students a framework to view and understand the variety of accounting topics. The addition of CBIS 141 will provide students the very necessary competency of Excel spreadsheets, used at all levels of bookkeeping and accounting.

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

This program is intended to prepare students for employment in public accounting and private industry. The Certificate of Achievement will introduce students to the detailed demands required for bookkeepers and bookkeeping supervisors. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounts payable and accounts receivable supervisor, and accounting supervisor. Students will gain understanding of the accounting processes, problem solving, the importance of clear communication and high personal ethical standards.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)

Program Goals and Objectives

This program is intended to prepare students for employment, or to advance their career, in public accounting and private industry:

- introduce students to the detailed demands required for bookkeepers and bookkeeping supervisors.
- prepare students a variety of beyond entry level positions
- provide students with the skills to advance their careers in accounting

understand the accounting processes, problem solving, the importance of clear communication and high personal ethical standards.

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

The Certificate of Achievement in Bookkeeping program is the natural development of the existing Certificate of Accomplish in Bookkeeping program. The addition of Introduction to Accounting course will provide students a framework to view and understand the variety of accounting topics. Successful completion of the Certificate of Achievement in Bookkeeping program will provide students the very necessary competency of Excel spreadsheets, used at all levels of bookkeeping and accounting. Changes include an increase in total units from 12 to 18, add ACCT 105, Introduction to Accounting and CBIS 141, Excel, to required core courses.

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.

Allan Hancock College offers programs that help advance all type of accounting students, from the tradition students to re-entry, working students who have returned for more education in hopes for future promotions. By providing this program to locals, Allan Hancock College ensures the economic growth and global competitiveness of not only Santa Barbara County, but also of California. This program focuses on providing detailed skills and training to its students who want to advance their careers in accounting and business.

Enrollment and Completer Projections

Enter estimated number of program completers:

10

What were the enrollment projections based on?

Enrollment projections are based on the average number of students earning a certificate or degree from 2014/15 to date.

Place of Program in Existing 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?

The proposed Certificate of Achievement in Bookkeeping program at Allan Hancock College will replace the current Certificate of Accomplishment in Accounting. The new Certificate of Achievement reflects a change of thought in the accounting programs. More emphasis is being placed on comprehension of accounting principles and concepts. More emphasis is being placed on preparing students for their next step in accounting, whether it be employment or further education in accounting as evidence by the required Excel Comprehensive course. The proposed Certificate of Achievement in Bookkeeping program at Allan Hancock College will be part of the existing Business Education department. The Business Education department offers a variety of courses in accounting, business management, business marketing, real estate, computer business office technology and information systems, and paralegal studies.

The courses in the proposed Certificate of Achievement in Accounting program have applicability not just to those currently employed in bookkeeping accounting operations, but also to professionals and business owners in our community. There will also be a crossover effect with students in other departments of the college. Student enrolled in agriculture, art or welding programs who are considering starting their own business may wish to obtain the bookkeeping certificate.

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.

Currently, Certificate of Achievements are offered at Santa Barbara City College and Cuesta College in San Luis Obispo. The program at Santa Barbara City College is a 43 to 44-unit program, entitled Accounting Assistant Bookkeeper, Level IV. A total of twelve courses are required to earn the certificate. Of the twelve courses, only four are accounting courses. The remainder of the course are in business or information technology. The program at Cuesta College is 21-unit program entitled Accounting Clerk. It consists of seven courses, only three of which are bookkeeping or accounting courses. The proposed Certificate of Achievement in Bookkeeping program at Allan Hancock College offers a different emphasis than the other two programs. The Hancock Certificate of Achievement in Bookkeeping program offers five booking or accounting courses with one information technology. Our emphasis is to insure the students are technically qualified for employment when they complete the program.

Faculty persons contacted at colleges offering similar programs.

None

Adequate Resources

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

- Media Equipment
- Qualified Staff
- Instructional Supplies

Other Yes

Please specify

Facilities and equipment are already in place.

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

Yes, the resources of the college are adequate for this program.

List qualified faculty members who will be available to teach the program.

The faculty that is currently teaching these courses is comprised of one full time instructor and four part time instructors.

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

Yes, all of the instructors have experience in business and industry. Three of the instructors are practicing Certified Public Accountants and one is a Certified Management Accountant & Certified Fraud Examiner.

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

Classroom space exists. Classes have been taught at in the Business Education department.

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

This program is designed for students preparing for, or advancing in careers in accounting and related business careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounts payable and accounts receivable supervisor, and accounting supervisor. Completion of this certificate will indicate to employers that these students have demonstrated proficiency in bookkeeping, payroll tax, and computer applications used in the accounting process such as QuickBooks (computer accounting software), Excel (spreadsheet software).

Program Completion Requirements

The Certificate of Achievement in Bookkeeping requires completion of 18 semester units and does not require completion of general education units. The program can be completed in one year.

<u>Sequence</u>	<u>CourseRequirement</u>	<u>Title</u>	<u>Units</u>
Year 1 Fall	Acct 105	Intro to Accounting	3
	Acct 317	Bookkeeping 1	3
	Acct 170	Intro to Accounting Info Systems	3
Year 1 Spring	Acct 318	Bookkeeping 2	3
	Acct 327	Payroll Accounting	3
	CBIS 141	Excel – Comprehensive	3

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. Record common bookkeeping and accrual transactions in an accounting information system.
2. Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
3. Prepare and read a set of financial statements consisting of an income statement, statement of owner's equity, and balance sheet.
4. Be proficient in the use of computer applications such as QuickBooks and Excel.

Program Requirements

Course Block Definitions

1. A total of 18 units is required for the certificate.

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

2. Required core courses (18 units):

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

1. Course

ACCT 105 - Introduction to Accounting 3.000 *Approved*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 105 - Introduction to Accounting 3.000 *Approved*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

2. Course

ACCT 317 - Bookkeeping 1 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 317 - Bookkeeping 1 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. Course

ACCT 318 - Bookkeeping 2 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 318 - Bookkeeping 2 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. Course

ACCT 327 - Payroll Accounting 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 327 - Payroll Accounting 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. Course

ACCT 150 - Introduction to Accounting Information Systems 3.000 - 0.000 *Historical*

Non-Course Requirements

Subject

ACCT - Accounting

Course

ACCT 150 - Introduction to Accounting Information Systems 3.000 - 0.000 *Historical*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. Course

CBIS 141 - Active Microsoft Excel-Comprehensive 3.000 - 0.000 *Historical*

Non-Course Requirements

Subject

CBIS - Computer Business Information Systems

Course

CBIS 141 - Active Microsoft Excel-Comprehensive 3.000 - 0.000 *Historical*

Condition

Unit Range

Min

3.00

Max

3.00

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

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

Regional Completions and Openings

There were 716 regional completions (2017) and 2,828 regional openings (2017) in the South Central Coast region in programs related to the identified occupations.

3 Regional Institutions had Related Programs (2017) 716 Regional Completions (2017) 2828 Annual Openings (2017)

Source: Economic Modeling Specialists International (EMSI)

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:

2112

Advisory Committee Recommendations

Advisory Committee Members

Richard Carmody
Business Services Manager, Retired
Allan Hancock College

Michael T. Galloway
Certified Public Accountant
Principal, Galloway, Andrews & Associates

Christine Lebar
Certified Public Accountant
Accounting Manager, Apio, Inc.

Myra McGill
Certified Public Accountant
Audit Manager, Crown Horwath, LLC

Nancy B. Shafer
Certified Public Accountant
Principal, Nancy B. Shafer, CPA

Keith Wall
Accounting Manager
MW Industries

Brent Darwin
Certified Management Accountant, Certified Fraud Examiner
Full Time Faculty, Allan Hancock College

Summary of Recommendations

The changes to the programs incorporating the new courses have been discussed at the Advisory Committee meetings for the past two years. At the most recent meeting in September, all members were in favor of the changes to the programs as significant steps towards improving student success.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Accounting LMI Report.pdf (/Form/Program/_DownloadFile/340/2241?fileId=404)
SCCRC Bookkeeping Narrative - 2019-09.pdf (/Form/Program/_DownloadFile/340/2241?fileId=405)
Supply-Accounting.pdf (/Form/Program/_DownloadFile/340/2241?fileId=406)
Deman Bookkeeping.pdf (/Form/Program/_DownloadFile/340/2241?fileId=407)
Acct Advisory Meeting Minutes 2019-09-12.pdf (/Form/Program/_DownloadFile/340/2241?fileId=454)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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

Additional comments:

The only recommendation will be to acquire a copy of the custom textbook being printed for ACCT 105 for an indeterminate amount of money. Otherwise, the library has adequate resources to support this certificate.

Feasibility Analysis - Dean's Page

Program Title Accounting: Bookkeeping

Top Code 0502.00 - Accounting*

CIP Code 52.0302: Accounting Technology/Technician and Bookkeeping.

Lecture Load

Lab Load

Total Workload 0.000

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)

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.

This certificate supports the AHC and CCC missions. It fulfills a labor market need/demand and enrollment projections and college resources are adequate.

Course Review Date

Program Review Date

The program is feasible:

Yes

The program is not feasible:

Funding Source/Plan

No additional funding is necessary for this program.

Transfer Documentation

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

The Transfer GE Worksheet is completed and attached No

Is the degree based on Transfer Model Curriculum?

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019

- Effective
03/02/2019
- Regional Consortium
11/19/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 0502.00 - Accounting*

Program Control Number

Originator Darwin, Brent

Origination Date 08/14/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

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

TOP Code 0502.00 - Accounting*

Units for Degree Major/Emphasis (Minimum)

Units for Degree Major/Emphasis (Maximum)

Total Units (Minimum)

Total Units (Maximum)

Annual Completers

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand 2112

Program Review Date

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

All Fields

New Credit Program: Media Arts - Graphic Design - Certificate of Achievement

Cover

Program Title Media Arts - Graphic Design

Department Fine Arts

Discipline GRPH

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? Yes

Proposed Start 08/17/2020

Other

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

The Media Arts: Graphic Design Certificate of Achievement is a CTE program that is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. This Certificate serves students and employers in the region and is designed to provide trained craftspeople to the print and media design industries. The rapid evolution of the industry due to digital technologies has changed the primary focus of print-based design training to a broader visual media and communications technology-driven base. Practical skills in visual thinking are vital in all graphic design endeavors including visual content design, web design, publishing, and design for social, interactive and broadcast media. These industries are demanding the integration of graphic design related skills and digital media technologies.

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 goal of the Media Arts: Graphic Design Certificate of Achievement is to enable students to develop creative and technical skills required of graphic design professionals. The program focuses on foundational 2D design skills with opportunities for critical analysis and creative response, design software proficiency, experience in reproduction technologies, plus career and entrepreneurship education. The program capstone course supports portfolio development which is necessary for both employment and most university-level transfers.

Co-Contributor

Contributor

Program Goals and Objectives

The goals of the Media Arts: Graphic Design Certificate of Achievement enable students to develop creative and technical skills required of graphic design professionals. The program focuses on foundational 2D design skills with opportunities for critical analysis and creative response, design software proficiency, experience in reproduction technologies, plus career and

entrepreneurship education. The program capstone course supports portfolio development which is necessary for both employment and most university-level transfers.

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

The curriculum follows what has been established in the Applied Design/Media: Graphic Design AS degree, minus the GE courses. The "Applied Design/Media" cluster is changing its name to "Media Arts", so the correct name of this certificate is Media Arts: Graphic Design Certificate of Achievement.

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.

A significant portion of our student population is interested in obtaining skills for entry-level employment in the design industry and are not interested in transferring to a CSU. This certificate establishes specific coursework to ensure employability in this field.

Enrollment and Completer Projections

Enter estimated number of program completers:

6

What were the enrollment projections based on?

This is the average number of graduates within the program over the last 3 years. We anticipate higher numbers of certificate earners as the program is established.

Place of Program in Existing 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?

The only related program is the current AS offered in Graphic Design. It is possible that this program will positively impact the number of AS degree graduates and transfers in this discipline because it is aligned with the required coursework.

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 offers a new Certificate of Achievement in Graphic Design. Santa Barbara City College offers a Certificate of Achievement in Graphic Design.

Faculty persons contacted at colleges offering similar programs.

Mandy Schuldt is a part-time faculty member at SBCC

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
- Software/Technology

Other No

Please specify

The courses offered currently exist and are taught in at Hancock in the specialized classroom and lab equipped with industry-standard equipment. Required equipment has been supported through CTEA grants and SWP funding.

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.

All of the faculty currently employed in the existing Graphic Design discipline are available to teach courses in this Certificate.

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

Yes

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

Currently, the O-308 computer lab and O-309 classrooms are utilized for all Graphic Design coursework.

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

Yes.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Media Arts: Graphic Design Certificate of Achievement prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, develop visual literacy skills, and become proficient in the technical skills required of a visual designer. Coursework leads to entry-level employment in the region. Electives provide for emphasis in specific areas of interest including illustration, graphic design, digital publishing, web design, and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

Program Completion Requirements

Completion of 36 major units: 27 required core courses, plus a minimum of 9 units selected from one of the options below:

1. Option A General Concentration
2. Option B Illustration Concentration
3. Option C Design for Publishing
4. Option D Media Concentration

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Apply methods of critical thinking in research, concepts, and prototypes in the development of effective design solutions for visual communication problems.**
2. **Create and develop visual form in response to design problems using knowledge of visual literacy for meaningful communication.**
3. **Demonstrate proficiency in industry-standard technologies and processes to digitally create, capture, and manipulate visual content in the development of artwork for digital and print media.**
4. **Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.**
5. **Produce work for a digital portfolio that showcases individual graphic design competencies.**

Program Requirements

Course Block Definitions

1. **A major of 36 units is required for this Certificate of Achievement**
Block Header
Block Footer
Override Default Unit Calculations
No
Unit Min
Unit Max
Program Courses
2. **Required core courses (27 units)**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

1. **Course**

ART 108 - Design 1 on the Computer 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ART - Art

Course

ART 108 - Design 1 on the Computer 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

2. **Course**

GRPH 108 - Design 1 on the Computer 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 108 - Design 1 on the Computer 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**

ART 110 - Design 1 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ART - Art

Course

ART 110 - Design 1 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

4. Course

GRPH 110 - Introduction to Graphic Design 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 110 - Introduction to Graphic Design 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. Course

GRPH 111 - Digital Imagery Lab 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 111 - Digital Imagery Lab 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. Course

GRPH 112 - Digital Imagery 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 112 - Digital Imagery 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

7. Course

GRPH 113 - Digital Illustration 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 113 - Digital Illustration 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

8. Course

GRPH 114 - Digital Illustration Lab 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 114 - Digital Illustration Lab 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

9. Course

MMAC 101 - Introduction to Multimedia 2.000 - 0.000 *Active*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 101 - Introduction to Multimedia 2.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

10. Course

MMAC 102 - Introduction to Multimedia Lab 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 102 - Introduction to Multimedia Lab 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

11. Course

GRPH 115 - Digital Design and Publishing 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 115 - Digital Design and Publishing 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

12. **Course**

GRPH 116 - Web Portfolio & Social Media 3.000 - 0.000 *Approved*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 116 - Web Portfolio & Social Media 3.000 - 0.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

13. **Course**

GRPH 117 - Typography 3.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 117 - Typography 3.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

14. **Course**

GRPH 125 - Digital Design & Publishing Lab 1.000 *Approved*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 125 - Digital Design & Publishing Lab 1.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

4. **Option A - General Concentration**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

9.00

Unit Max

9.00

Program Courses

1. **Course**

ART 106 - Art of the 20th Century 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ART - Art

Course

ART 106 - Art of the 20th Century 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. **Course**

ART 112 - Design Color Theory 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

ART 112 - Design Color Theory 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**
ART 120 - Drawing 1 3.000 - 0.000 *Approved*
Non-Course Requirements
Subject
ART - Art
Course
ART 120 - Drawing 1 3.000 - 0.000 *Approved*
Condition
Unit Range
Min
Max
Exception Identifier
Exception

4. **Course**
ART 122 - Life Drawing 1 3.000 - 0.000 *Active*
Non-Course Requirements
Subject
Course
ART 122 - Life Drawing 1 3.000 - 0.000 *Active*
Condition
Unit Range
Min
Max
Exception Identifier
Exception

5. **Course**
FILM 101 - Film as Art and Communication 3.000 - 0.000 *Active*
Non-Course Requirements
Subject
FILM - Film
Course
FILM 101 - Film as Art and Communication 3.000 - 0.000 *Active*
Condition
Unit Range
Min
Max
Exception Identifier
Exception

6. **Course**
FILM 126 - Introduction to Motion Graphics 3.000 - 0.000 *Active*
Non-Course Requirements
Subject
Course
FILM 126 - Introduction to Motion Graphics 3.000 - 0.000 *Active*
Condition
or
Unit Range

Min

Max

Exception Identifier

Exception

7. Course

MMAC 126 - Introduction to Motion Graphics 3.000 - 0.000 *Draft*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 126 - Introduction to Motion Graphics 3.000 - 0.000 *Draft*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

8. Course

GRPH 118 - User Interface Design 3.000 - 0.000 *Approved*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 118 - User Interface Design 3.000 - 0.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

9. Course

GRPH 120 - Advanced Design for Publishing 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 120 - Advanced Design for Publishing 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

10. Course

GRPH 121 - Advanced Design for Publishing Lab 1.000 *Approved*

Non-Course Requirements

Subject

Course

GRPH 121 - Advanced Design for Publishing Lab 1.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

11. **Course**

GRPH 127 - History of Graphic Design 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 127 - History of Graphic Design 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

12. **Course**

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

13. **Course**

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

14. **Course**

GRPH 130 - 3D Modeling For Production 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 130 - 3D Modeling For Production 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

15. **Course**

GRPH 189 - Independent Projects in Graphics 1.000 - 3.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 189 - Independent Projects in Graphics 1.000 - 3.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. **Option B - Illustration Concentration**

Block Header

Block Footer

Override Default Unit Calculations

Yes

Unit Min

0.00

Unit Max

0.00

Program Courses

1. **Course**

ART 107 - Computer Fine Art 3.000 - 0.000 *Draft*

Non-Course Requirements

Subject

ART - Art

Course

ART 107 - Computer Fine Art 3.000 - 0.000 *Draft*

Condition

Unit Range

Min
Max
Exception Identifier
Exception

2. **Course**
ART 120 - Drawing 1 3.000 - 0.000 *Approved*
Non-Course Requirements

Subject

Course

ART 120 - Drawing 1 3.000 - 0.000 *Approved*
Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**
ART 121 - Drawing 2 3.000 - 0.000 *Active*
Non-Course Requirements

Subject

Course

ART 121 - Drawing 2 3.000 - 0.000 *Active*
Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. **Course**
ART 122 - Life Drawing 1 3.000 - 0.000 *Active*
Non-Course Requirements

Subject

Course

ART 122 - Life Drawing 1 3.000 - 0.000 *Active*
Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. **Course**
GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*
Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

6. **Course**

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. **Option C - Design for Publishing**

Block Header

Block Footer

Override Default Unit Calculations

Yes

Unit Min

0.00

Unit Max

0.00

Program Courses

1. **Course**

GRPH 120 - Advanced Design for Publishing 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 120 - Advanced Design for Publishing 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. **Course**

GRPH 121 - Advanced Design for Publishing Lab 1.000 *Approved*

Non-Course Requirements

Subject

Course

GRPH 121 - Advanced Design for Publishing Lab 1.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**

GRPH 127 - History of Graphic Design 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 127 - History of Graphic Design 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. **Course**

GRPH 189 - Independent Projects in Graphics 1.000 - 3.000 *Active*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 189 - Independent Projects in Graphics 1.000 - 3.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. **Course**

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. Course

CWE 149 - Cooperative Work Experience OCCUPATIONAL 1.000 - 8.000 *Active*

Non-Course Requirements

Subject

Course

CWE 149 - Cooperative Work Experience OCCUPATIONAL 1.000 - 8.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

7. Option D - Media Concentration

Block Header

Block Footer

Override Default Unit Calculations

Yes

Unit Min

0.00

Unit Max

0.00

Program Courses

1. Course

FILM 126 - Introduction to Motion Graphics 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

FILM - Film

Course

FILM 126 - Introduction to Motion Graphics 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

2. Course

MMAC 126 - Introduction to Motion Graphics 3.000 - 0.000 *Draft*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 126 - Introduction to Motion Graphics 3.000 - 0.000 *Draft*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. Course

GRPH 118 - User Interface Design 3.000 - 0.000 *Approved*

Non-Course Requirements

Subject

Course

GRPH 118 - User Interface Design 3.000 - 0.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. Course

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

or

Unit Range

Min

Max

Exception Identifier

Exception

5. Course

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

MMAC - Multimedia Arts & Communicatio

Course

MMAC 129 - Digital Tools for Visual Media 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

6. Course

GRPH 130 - 3D Modeling For Production 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

GRPH 130 - 3D Modeling For Production 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

7. Course

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Condition

Unit 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

Labor Market data for SB Counties indicate that 29 annual job openings for entry level graphic designers (bachelor's degree) for 2016-2026.

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:

26

Advisory Committee Recommendations

Advisory Committee Members

Brian	Lawler	Cal Poly University
Garret	Matsuura	Image Factory
Susan	Rees	
Mandy	Schuldt	Hancock College
Glenn	Hiramatsu	Glenn Hiramatsu, Illustration
Debi	Cloud	Debi Cloud Design
James	Jepsen	Local Copies
Robert	Oliver	Media Faculty, New Tech High School
Sylvia	Gilford	Gilford Photography & Marketing
Roberta	Garner	Point of Action
Brooke	Bradley	American Screen Printing
Brittney	Hensley	S. Lombardi & Associates
Michael	Specchierla	SLOCOE
Brian	Tippit	DSD Creative Group
Tony de la Riva	Hensley	Tony de la Riva Marketing & Design
Vicki	Domingues	Old Town Shirt Factory

Summary of Recommendations

Pursue technology support; continue to update and add equipment; continue outreach and recruitment efforts; continue development of articulation agreements, certificates and promote transfers; take students on field trips to design studios, print shops, and university design departments; pursue internships; develop resumes and amazing portfolios; incorporate entrepreneurial skills in capstone courses; emerging trends/growth in industry: package design, screen printing, web design and 3D printing.

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Media Arts - Graphics Certificate of Achievement Narrative 2019.pdf (/Form/Program/_DownloadFile/379/10?fileId=397)

TMC Graphic Design Draft_Jan2016.pdf (/Form/Program/_DownloadFile/379/10?fileId=399)

Media Arts - Graphic Design Narrative.docx (/Form/Program/_DownloadFile/379/10?fileId=413)

Copy of Long-Term_Occupational_Employment_Projections SOC 27-1024.xlsx (/Form/Program/_DownloadFile/379/10?fileId=414)

Media Arts Advisory Committee Info.pdf (/Form/Program/_DownloadFile/379/10?fileId=415)

Graphic Design SCCRC Recommendation.pdf (/Form/Program/_DownloadFile/379/10?fileId=420)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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

76.00

Additional comments:

Based on the library's findings, we recommend the purchase of the adopted texts at the estimated cost of \$76 to be put on reserve.

Feasibility Analysis - Dean's Page

Program Title Media Arts - Graphic Design

Top Code 1030.00 - Graphic Art and Design*

CIP Code 50.0409: Graphic Design.

Lecture Load 1.800

Lab Load 2.300

Total Workload 4.100

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.

Certificate supports the AHC and CCC missions, CCC missions; labor market information demonstrates need (attached); college resources and library instructional materials and services are adequate.

Course Review Date 04/08/2022

Program Review Date 04/10/2020

The program is feasible:

Yes.

The program is not feasible:

Funding Source/Plan

No additional funding is necessary to offer the certificate.

Transfer Documentation

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

The Transfer GE Worksheet is completed and attached Yes

Is the degree based on Transfer Model Curriculum? Yes

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019
- Effective
08/17/2019
- Regional Consortium
10/24/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 1030.00 - Graphic Art and Design*

Program Control Number

Originator Ward, Nancy Jo

Origination Date 11/15/2017

Comments

SOC Code 271024 graphic designers

New SOC Code : 15-1255 Web and Digital Interface Designers:

CCCCO Entry

College has Submitted with C-ID Descriptors N/A

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

TOP Code 1030.00 - Graphic Art and Design*

Units for Degree Major/Emphasis (Minimum) 36

Units for Degree Major/Emphasis (Maximum) 36

Total Units (Minimum) 36

Total Units (Maximum) 36

Annual Completers 6

Faculty Workload

1.800

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials 76.00

Gainful Employment Yes

Net Annual Labor Demand 26

Program Review Date 04/10/2020

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

All Fields

New Program: Basic Law Enforcement Academy - Certificate of Achievement

Cover

Program Title Basic Law Enforcement Academy

Department Public Safety

Discipline LE

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? No

Proposed Start 06/08/2020

Other

NA

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This program currently exists as a certificate of accomplishment. The pre-academy course and basic police academy course make up the program. This proposal is needed in order for the program to be state approved (Chancellor's Office) and in order to be transcribed on student records.

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 mission of the Public Safety Department, Law Enforcement Training Program is to provide professional and contemporary training curriculum that meets the training standards as set forth by the California Commission on Peace Officer Standards and Training (POST).

Co-Contributor

Contributor

- McCann, Mitch (mitch.mccann@hancockcollege.edu)

Program Goals and Objectives

Provide students with the skills needed to enter and complete a field training program with a law enforcement agency and become certified by POST (Peace Officers Standards and Training).

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

Courses that are offered in the Law Enforcement Training Program are regulated by an external state agency. Program/course offerings do not represent an unnecessary duplication of other vocational or occupational training programs. The courses for this

program currently exist and no new curriculum has been developed for this proposal. Students attending the academy are academically and physically challenged and face complex problem solving in a highly stressful, disciplined, and structured environment. Students receive rigorous and challenging training in all phases of law enforcement.

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.

Graduates of the program will be provided with occupational opportunities in law enforcement, serving the needs of the community and individual.

Enrollment and Completer Projections

Enter estimated number of program completers:

75

What were the enrollment projections based on?

Basic Academy- student success is defined as completion of the program and entry level employment in the law enforcement workforce. Based on statistics from the pass fourteen academy classes:

Academy Class Semester	#Started	#Graduated	#Hired	* Employed%
Class 100 \$2011	26	19	4	21%
Class 101 F2011	22	16	2	13%
Class 102 S2012	24	17	3	18%
Class 103 F2012	28	19	1	05%
Class 104 S2013	34	24	11	46%
Class 105 F2013	35	25	14	56%
Class 106 52014	39	28	19	68%
Class 107 F2014	33	24	23	95%
Class 108 S2015	24	19	16	84%
Class 109 F2015	20	16	12	75%
Class 110 \$2016	24	21	20	95%
Class 111 F2016	31	29	25	86%
Class 112 S2017	35	27	26	96%
Class 113 F2017	27	24	22	92%

In mid-S2013 a mentoring program was started which stressed ethical standards within the program and with the students. A POST Personal History Statement (background) and application process to the program has helped to increase the percentage of recruits gaining employment.

Place of Program in Existing 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?

The Law Enforcement Training Program is housed under the Public Safety Department at the Public Safety Training Complex, Lompoc Valley Center and is a designated POST Regional Skills Training Center. The Law Enforcement Training Program is comprised of four sections, the POST Regular Basic Course (Law Enforcement Academy), Advanced Officer Training, Perishable Skills Program and CORE Custody Academy, offering courses in entry level peace officer academy training up to executive development to include perishable skills and advanced officer training.

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.

The nearest college with an academy program is Ventura Community College which does not provide a certificate of achievement or degree program.

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

Sufficient classroom space, weight room, mat room, firearms range facility, driving facility, scenario village, physical fitness facility, certified instructors, instructional supplies, student supplies.

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.

1 full-time and 55 part-time faculty. The Academy complies with AICC (regulation 1009) requirements and specific instructor requirements (in regulation 1070).

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

Yes

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

POST has designated Allan Hancock College (AHC) as a POST Regional Skills Training Center (RSTC). The AHC RSTC is equipped with Law Enforcement Driving Simulators (LEDS), Force Options Simulator (FOS), skid training car and platform, training mannequins, computers, LCD projectors and other related training equipment. Classroom, weight room, mat room, scenario village, driving track, firearms range, physical fitness field, locker room facilities.

The Academy operates at the public safety training complex at One Hancock Drive, Building 5, in Lompoc California. The facility is approximately two years old and houses both law enforcement training and Fire, Safety, EMS training. It is a state-of-the-art facility that is continually being developed to improve training capabilities. The classrooms provide adequate audio-visual support as well as other technical capabilities. There is an excellent mat room for training requiring padded mats/mat room - such as Arrest Control training and lifetime fitness. The EVOC and scenario village are located at the same site. The firearms range will be at the location as well but is currently being remodeled/retrofitted due to some original deficiencies.

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Law Enforcement certificate program is designed to prepare those interested in a career in the law enforcement field, either public or private.

Program Completion Requirements

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. meet POST academic requirements.
2. meet POST physical fitness requirements.
3. meet military discipline/drill requirements and the POST skills requirements.
4. enter a Field Training Program of a law enforcement agency.

Program Requirements

Course Block Definitions

1. Required core courses

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

1. Course

LE 310 - Introduction to Law Enforcement Academy (Pre-Academy) 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 310 - Introduction to Law Enforcement Academy (Pre-Academy) 1.000 - 0.000 *Active*

Condition

Unit Range

Min

1.00

Max

1.00

Exception Identifier

Exception

2. Course

LE 320 - Basic Law Enforcement Academy 22.500 - 0.000 *Active*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 320 - Basic Law Enforcement Academy 22.500 - 0.000 *Active*

Condition

or

Unit Range

Min

22.50

Max

22.50

Exception Identifier

Exception

3. Course

LE 321 - Basic Law Enforcement Academy 1A 10.000 *Approved*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 321 - Basic Law Enforcement Academy 1A 10.000 *Approved*

Condition

and

Unit Range

Min

Max

Exception Identifier

Exception

4. **Course**

LE 322 - Basic Law Enforcement Academy 1B 10.000 - 0.000 *Approved*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 322 - Basic Law Enforcement Academy 1B 10.000 - 0.000 *Approved*

Condition

Unit 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

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

Santa Barbara County - 5% increase plus an additional 200 positions for replacements (10 year trend)

San Luis Obispo County - 6.5% increase plus an additional 150 positions for replacements (10 year trend)

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:

Advisory Committee Recommendations

Advisory Committee Members

A college-based academy is required to maintain a law enforcement advisory committee to provide logistical support and validation of training. (PAM 1052 (c)(10)) The Advisory Committee that meets bi-annually. The committee is comprised of law enforcement agencies/officials from San Luis Obispo and Santa Barbara Counties. The committee also includes federal (FBI) input, the POST Regional Consultant, college Dean, and the President of Central Coast CAPTO (California Association of Police Training Officers).

Summary of Recommendations

n/a

Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File

I have attached all supporting documents No

I have attached the Chancellor's Office New Program Proposal Narrative

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 Basic Law Enforcement Academy

Top Code 2105.50 - Police Academy*

CIP Code 43.0107: Criminal Justice/Police Science.

Lecture Load

Lab Load

Total Workload 0.000

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)

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.

This program repackages existing resources and provides no new challenges to the college.

Course Review Date 04/09/2021

Program Review Date 04/10/2020

The program is feasible:

Yes--we are already providing this program.

The program is not feasible:

Funding Source/Plan

Transfer Documentation

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

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 2105.50 - Police Academy*

Program Control Number

Originator George, Ken

Origination Date 02/27/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors N/A

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

TOP Code 2105.50 - Police Academy*

Units for Degree Major/Emphasis (Minimum)

Units for Degree Major/Emphasis (Maximum)

Total Units (Minimum) 21

Total Units (Maximum) 23

Annual Completers 75

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment Yes

Net Annual Labor Demand

Program Review Date 04/10/2020

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date 12/10/2019

All Fields

New Credit Program: Core Custody Academy - Certificate of Accomplishment

Cover

Program Title Core Custody Academy

Department Public Safety

Discipline LE

Award Type Certificate of Accomplishment

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? No

Proposed Start 06/08/2020

Other

N/A

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

Making this one course program into certificate of accomplishment.

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

Allan Hancock College's Law Enforcement Program provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Allan Hancock College's Law Enforcement Program is a recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)
- Treur, Kristy (ktreur@hancockcollege.edu)
- Whitham, David (david.whitham@hancockcollege.edu)

Program Goals and Objectives

Provide students with the skills needed to enter and complete a field training program with a county law enforcement agency and become certified as peace officers.

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

Course includes the training and skills used in today's industry.

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.

Prepares students for occupational opportunities in law enforcement.

Enrollment and Completer Projections

Enter estimated number of program completers:

40

What were the enrollment projections based on?

Hancock College entered into an instructional services agreement with the Santa Barbara County Sheriff's Office to provide two CORE Custody Academies per year.

Place of Program in Existing 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?

No

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.

None

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

N/A

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.

1 full time and 55 part time faculty

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 Hancock College Public Safety Training Center facility in Lompoc is available for all training needs

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such. Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the statewide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged and faced with solving complex problems in a stressful, disciplined and structured environment. Recruits receive basic training in many phases of custody of prisoners. Students will understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting.

Program Completion Requirements

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting.**

Program Requirements

Course Block Definitions

1. **A total of 11.5 units is required for the certificate.**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

11.50

Unit Max

11.50

Program Courses

1. **Course**

LE 330 - Core Custody Academy 11.500 - 0.000 *In Review*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 330 - Core Custody Academy 11.500 - 0.000 *In Review*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

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 N/A

Sponsor Address N/A

Sponsor Phone N/A

Related/Supplemental Instruction (RSI) Year 1 hours N/A

Related/Supplemental Instruction (RSI) Year 2 hours N/A

Related/Supplemental Instruction (RSI) Year 3 hours N/A

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

Labor Market Information (LMI) and Analysis

Santa Barbara County - 5% increase plus an additional 200 positions for replacements (10 year trend)

San Luis Obispo County - 6.5% increase plus an additional 150 positions for replacements (10 year trend)

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:

44

Advisory Committee Recommendations

Advisory Committee Members

N/A

Summary of Recommendations

N/A

Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File

I have attached all supporting documents No

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. 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 Core Custody Academy

Top Code 2105.50 - Police Academy*

CIP Code 43.0107: Criminal Justice/Police Science.

Lecture Load

Lab Load

Total Workload 0.000

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)

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.

Course Review Date

Program Review Date 04/10/2020

The program is feasible:

This program repackages existing resources and provides no new challenges to the college.

The program is not feasible:

Funding Source/Plan

Transfer Documentation

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

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2018/2019

Top Code 2105.50 - Police Academy*

Program Control Number

Originator LeMaire, Neal

Origination Date 09/11/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

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

TOP Code 2105.50 - Police Academy*

Units for Degree Major/Emphasis (Minimum) 11

Units for Degree Major/Emphasis (Maximum) 11

Total Units (Minimum)

Total Units (Maximum)

Annual Completers 40

Faculty Workload

0.000

New Faculty Position

New Equipment

New/Remodeled Facilities

Library Materials

Gainful Employment Yes

Net Annual Labor Demand 44

Program Review Date 04/10/2020

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date 12/10/2019

All Fields

New Program: State Hospital Peace Officer - Certificate of Achievement

Cover

Program Title State Hospital Peace Officer

Department Public Safety

Discipline LE

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2018

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

Does award also prepare students for transfer? No

Proposed Start 01/22/2019

Other

N/A

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This certificate is designed to prepare those interested in a career as a California State Hospital Peace Officer. The State Hospital Peace Officer academy is a program unique to training and graduating police officers for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California. Following this 15 week, 540 hour course, graduates are sworn in as peace officers for the state of California and begin careers as police officers at one of the five state hospitals.

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

Allan Hancock College's Law Enforcement Program provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Allan Hancock College's Law Enforcement Program is a recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication.

Co-Contributor

Contributor

- DeGroot, Dave (ddegroot@hancockcollege.edu)
- LeMaire, Neal (neal.lemaire@hancockcollege.edu)
- Treur, Kristy (ktreur@hancockcollege.edu)

Program Goals and Objectives

Provide students with the skills needed to enter and complete a field training program with a state hospital law enforcement agency and become certified as peace officers.

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

Course includes the training and skills used in today's industry.

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.

Provides occupational opportunities in law enforcement.

Enrollment and Completer Projections

Enter estimated number of program completers:

150

What were the enrollment projections based on?

Hancock College entered into an instructional services agreement with the state hospital system to provide three hospital police academies per year with a maximum student enrollment of 50 for each class. Each class in the past has had maximum enrollment with a waiting list for students.

Place of Program in Existing 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?

No

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.

This is a unique program with no other similar courses in the state.

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

Certification for Emergency Vehicle Operation Certification (EVOC) will be held at the LE Academy. Classroom will be used with media equipment. The EVOC course will be used for the hands-on completion of this course all taught by staff who have completed all required training in EVOC.

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.

1 full time and 55 part time faculty

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

Yes

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

By agreement with the State Hospital System, the course is off-campus at the Camp San Luis Obispo military installation. Part of the training is conducted at Hancock College's Public Safety Training Center in Lompoc. Facilities include classroom, weight room, mat room, scenario village, driving track, firearms range, physical fitness field, locker room facilities.

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

This certificate is designed to prepare those interested in a career as a California State Hospital Peace Officer. The State Hospital Peace Officer academy is a program unique to training and graduating police officers for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California. Following this 15 week, 540 hour course, graduates are sworn in as peace officers for the state of California and begin careers as police officers at one of the five state hospitals. Students will have the ability to execute recommended procedures for responding to various law enforcement situations in the field. They should be able to recognize various criminal acts and levels of resistance and use recommended procedures for executing lawful arrests, uses of force, and contraband and/or evidence in the field.

Program Completion Requirements

Completion of pre-academy requisites

Completion of 19 units in the major, LE 424 and LE 329

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Recognize various criminal acts and levels of resistance and use recommended procedures for executing lawful arrests, uses of force, and contraband and/or evidence in the field and execute legal arrests, searches and detentions of criminals in compliance with California Statutes, case law, and POST standards and execute recommended procedures for responding to various law enforcement situations in the field.**

Program Requirements

Course Block Definitions

1. **Required Prerequisite Course**

Block Header

Block Footer

Override Default Unit Calculations

Yes

Unit Min

2.00

Unit Max

2.00

Program Courses

1. **Course**

LE 424 - PC 832 Arrest 2.000 - 0.000 *Approved*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 424 - PC 832 Arrest 2.000 - 0.000 *Approved*

Condition

or

Unit Range

Min

2.00

Max

2.00

Exception Identifier

Exception

2. **Course**

Non-Course Requirements

equivalent course

Subject

Course

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. **Required Core Course**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

1. **Course**

LE 329 - State Hospital Peace Officer 17.000 - 0.000 *In Review*

Non-Course Requirements

Subject

LE - Law Enforcement

Course

LE 329 - State Hospital Peace Officer 17.000 - 0.000 *In Review*

Condition

Unit 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

Santa Barbara County - 5% increase plus an additional 200 positions for replacements (10 year trend)

San Luis Obispo County - 6.5% increase plus an additional 150 positions for replacements (10 year trend)

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:

150

Advisory Committee Recommendations

Advisory Committee Members

N/A

Summary of Recommendations

N/A

Include Advisory Committee Minutes with Attachments No

Supporting Documents

Attached File

I have attached all supporting documents No

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 State Hospital Peace Officer

Top Code 2105.50 - Police Academy*

CIP Code 43.0107: Criminal Justice/Police Science.

Lecture Load 12.500

Lab Load 7.000

Total Workload 19.500

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.

This program is constructed from existing courses and offered with existing resources. It poses no significant additional resource requirements on the department or college.

Course Review Date

Program Review Date

The program is feasible:

This program repackages existing resources and provides no new challenges to the college.

The program is not feasible:

Funding Source/Plan

Existing department resources.

Transfer Documentation

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

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

Special Dates

Instructional Services

Date Reviewed Semester Fall

Year 2018

Catalog Term 2018/2019

Top Code 2105.50 - Police Academy*

Program Control Number

Originator Whitham, David
Origination Date 09/10/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

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

TOP Code 2105.50 - Police Academy*

Units for Degree Major/Emphasis (Minimum)

Units for Degree Major/Emphasis (Maximum)

Total Units (Minimum)

Total Units (Maximum)

Annual Completers

Faculty Workload

12.500

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment Yes

Net Annual Labor Demand 150

Program Review Date

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date

All Fields

New Credit Program: Media Arts: Commercial Photography - Certificate of Achievement

Cover

Program Title Media Arts: Commercial Photography

Department Fine Arts

Discipline PHTO

Award Type Certificate of Achievement

Date Reviewed Semester Fall

Year 2019

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

Does award also prepare students for transfer? No

Proposed Start 08/17/2020

Other

None

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

The Commercial Photography Certificate of Achievement will prepare students for entry-level positions in the field of commercial photography. Students will acquire foundational skills in technical and aesthetic areas of photography including: composition, lighting, color theory, traditional processes, digital and analog capture methods, image manipulation and organizational skills. Students are also taught the dynamics of visual communication with a strong foundation in the history, literature, terminology, contemporary movements and principles of the medium. The program prepares students to encompass new technologies and adapt to evolving technical innovations and consumer demands.

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 purpose of the Commercial Photography Certificate of Achievement program is to prepare students to move successfully into the ever-expanding commercial photography field. To successfully complete the certificate program, students will demonstrate technical excellence, basic visual literacy, creative and practical problem-solving skills, and the communication skills necessary to be successful in the field of commercial photography.

Co-Contributor

Contributor

- Anderson, Shane (shane.anderson1@hancockcollege.edu)
- DeGroot, Dave (ddegroot@hancockcollege.edu)
- Hood, John (jhood@hancockcollege.edu)
- Jacoby, Richard (rjacoby@hancockcollege.edu)
- Lau, Margaret (margaret.lau@hancockcollege.edu)

Program Goals and Objectives

Goals:

The Commercial Photography Certificate of Achievement will prepare students for entry-level positions in the field of commercial photography. Students will acquire foundational skills in technical and aesthetic areas of photography including: composition, lighting, color theory, traditional processes, digital and analog capture methods, image manipulation and organizational skills. Students are also taught the dynamics of visual communication with a strong foundation in history, literature, terminology, contemporary movements and principles of the medium. The program prepares students to encompass new technologies and adapt to evolving technical innovations and consumer demands.

The Commercial Photography Certificate of Achievement is designed to provide students with the tools they need to be productive and successful in a variety of vocational fields related to commercial photography. Through lecture, real-world assignments and hands-on classroom and studio activities, students will acquire the fundamental skills required to find meaningful work in the broad field of commercial photography. Commercial photographic vocational opportunities include, but are not limited to: advertising, wedding, event, architectural, real estate, photojournalism, portraiture, corporate, editorial, fashion and scientific photography.

Objectives:

- Provide the technical skills required for employment in the field of commercial photography
- Provide appropriate coursework relevant to the students educational and career goals.
- Provide students with practical, hand-on, training in commercial photography techniques and practices.
- Prepare students to function as professionals in the field of commercial photography

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

The courses required for the Commercial Photography Certificate of Achievement are all currently offered as part of the regular photography curriculum. All of the included courses have been approved by Allan Hancock College's curriculum committee and the California Community Colleges Chancellor's Office.

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.

Allan Hancock College has many students who enroll in the Photography program to enhance their skills while working full or part-time. Current and past students are already active in the photography field, working as wedding photographers, event photographers, portrait photographers, as well as photographing fashion designs, working for real estate firms and working as freelance photojournalists. Photographic images are essential for the success of any commercial venture, and skilled photographers are increasingly in demand. The Commercial Photography Certificate provides critical training and resources for students who need a specific body of skills to enter or advance in the field. The Commercial Photography Certificate of Achievement provides an alternative form of completion for those students seeking a quality, but area-specific educational experience.

Enrollment and Completer Projections

Enter estimated number of program completers:

20

What were the enrollment projections based on?

Projections are based on recent graduate rates for the photography program and the current list of 20 declared Photography majors. At minimum, all of those majors would automatically meet the requirements for the Commercial Photography Certificate of Achievement. In the Fall of 2018, 123 students were enrolled in classes (4 classes, 6 sections) that are required for the certificate program.

Place of Program in Existing 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?

The Commercial Photography Certificate of Achievement does not replace any other program certificates. All of the program courses 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.

There are no similar programs offered within reasonable commuting distance. Of the colleges within Santa Barbara County and the contiguous San Luis Obispo, Ventura, and Kern Counties, and the Central Coast area listed above, only Santa Barbara City College offers a program similar to this proposal. Santa Barbara City College offers a Graphic Design and Photography Certificate

of Achievement: Graphic Design Concentration and a Photo Design/Skills Competency Award. Although there are some parallels between the two programs, the AHC District City of Origin report of 2013 confirms enrollment almost exclusively originating from Santa Maria/Orcutt/Lompoc, and cities north of Santa Maria. Over the four-year period of time from 2009 - 2012, only 5% of AHC enrollment originated south of the Santa Maria/Orcutt/Lompoc area. The impact of our proposed commercial photography certificate on that of Santa Barbara City College's would be negligible.

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

All required resource are currently available.

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.

Kam Jacoby, Theresa Gingras, Betsy Weiner, Mark Velasquez

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

Yes

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

All of these courses are taught in existing Allan Hancock College classrooms.

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

Yes

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Commercial Photography Certificate of Achievement provides the training necessary to move successfully into the photographic workplace. The instruction provides the basic skills for a career in one or more of the following: portrait, advertising, documentary, news/photojournalism, wedding/event, architectural, corporate, industrial, aerial, scientific, fine arts, photographic restoration, real estate etc.

Program Completion Requirements

Commercial Photography Certificate of Achievement

Completion of 18 units in the major, 13 core courses, plus a minimum of 5 units from the list of selected units.

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. Demonstrate an understanding of vision, craft and mechanics as it applies to commercial photography.
2. Demonstrate excellence in image-making techniques across analog and digital platforms.
3. Apply a variety of technologies to achieve specific image-making outcomes.
4. Have an understanding of different genres of photography and the variety of venues that use photographic imagery.
5. Demonstrate the communication and problem-solving skills necessary for success in the field of commercial photography.

Program Requirements

Course Block Definitions

1. A total of 18 units is required to earn the Commercial Photography Certificate of Achievement

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

2. Required core courses (13 units):

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

13.00

Unit Max

Program Courses

1. Course

PHTO 101 - History of Photography 3.000 *In Review*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 101 - History of Photography 3.000 *In Review*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. Course

PHTO 110 - Basic Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 110 - Basic Photography 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

3. Course

PHTO 150 - Introduction to Commercial Photography 2.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 150 - Introduction to Commercial Photography 2.000 - 0.000 *Active*

Condition

Unit Range

Min

2.00

Max

2.00

Exception Identifier

Exception

4. Course

PHTO 151 - Portrait Photography 2.000 *In Review*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 151 - Portrait Photography 2.000 *In Review*

Condition

Unit Range

Min

2.00

Max

2.00

Exception Identifier

Exception

5. Course

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 170 - Digital Photography 3.000 - 0.000 *Active*

Condition

Unit Range

Min
3.00
Max
3.00
Exception Identifier
Exception

3. **Plus a minimum of 5 units selected from the following**

Block Header

Block Footer

Override Default Unit Calculations

Yes

Unit Min

5.00

Unit Max

5.00

Program Courses

1. **Course**

GRPH 116 - Web Portfolio & Social Media 3.000 - 0.000 *Approved*

Non-Course Requirements

Subject

GRPH - Graphics

Course

GRPH 116 - Web Portfolio & Social Media 3.000 - 0.000 *Approved*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

2. **Course**

PHTO 120 - Materials and Processes 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 120 - Materials and Processes 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

3. **Course**

PHTO 130 - Advanced Black and White Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 130 - Advanced Black and White Photography 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

4. Course

PHTO 140 - Introduction to Color Photography 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 140 - Introduction to Color Photography 3.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

5. Course

PHTO 179A - Intro to View Camera 2.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 179A - Intro to View Camera 2.000 - 0.000 *Active*

Condition

Unit Range

Min

2.00

Max

Exception Identifier

Exception

6. Course

PHTO 179B - Photojournalism 2.000 - 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 179B - Photojournalism 2.000 - 0.000 *Active*

Condition

Unit Range

Min

2.00

Max

2.00

Exception Identifier

Exception

7. **Course**

PHTO 189 - Independent Projects 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 189 - Independent Projects 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

8. **Course**

PHTO 380 - Black And White Photo Lab 1 0.500 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 380 - Black And White Photo Lab 1 0.500 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

9. **Course**

PHTO 381 - Black And White Photo Lab 2 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

PHTO - Photography

Course

PHTO 381 - Black And White Photo Lab 2 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

10. **Course**

PHTO 382 - Color Photo Lab 1 0.500 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 382 - Color Photo Lab 1 0.500 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

11. Course

PHTO 383 - Color Photo Lab 2 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 383 - Color Photo Lab 2 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

12. Course

PHTO 384 - Digital Photo Lab 1 0.500 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 384 - Digital Photo Lab 1 0.500 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

13. Course

PHTO 385 - Digital Photo Lab 2 1.000 - 0.000 *Active*

Non-Course Requirements

Subject

Course

PHTO 385 - Digital Photo Lab 2 1.000 - 0.000 *Active*

Condition

Unit Range

Min

Max

Exception Identifier

Exception

14. Course

Non-Course Requirements

Subject

Course

Condition
Unit 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 n/a

Sponsor Address n/a

Sponsor Phone n/a

Related/Supplemental Instruction (RSI) Year 1 hours n/a

Related/Supplemental Instruction (RSI) Year 2 hours n/a

Related/Supplemental Instruction (RSI) Year 3 hours n/a

Include California Division of Apprenticeship Standards (DAS) letter with Attachments Yes

Labor Market Information (LMI) and Analysis

EDD Department Labor Statistics: Santa Barbara County: 2014 Employment: 90; 2024 Employment:120; Percentage Change 2014-2024: +33.3%; Additional openings due to Net Replacements: 20
Median Salary \$19.55 per hour, \$40,659 per year

US Department of Labor Statistics, California 2017: Employment 5,810; Employment per thousand jobs 0.35; Hourly mean wage \$23.88; Annual mean wage \$49,680

Long Term Occupational Projections (2016-2026), California: Base: 21,000; Projected: 20,100; Change -4.3; Average Annual Openings: 1500

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:

30

Advisory Committee Recommendations

Advisory Committee Members

Recommendation from program review: Creation of a revised, interdisciplinary, advisory committee in progress

Summary of Recommendations

Create commercial photography certificate

Include Advisory Committee Minutes with Attachments Yes

Supporting Documents

Attached File

Pages from Photography 6 yr PR 2017-18 incomplete cr.pdf (/Form/Program/_DownloadFile/375/10?fileId=234)

COE Applied Photography_Feb 2019_Allan Hancock.pdf (/Form/Program/_DownloadFile/375/10?fileId=252)

Certificate Narrative.pdf (/Form/Program/_DownloadFile/375/10?fileId=396)

Corrected SCCRC_Notice_of_Intent Commercial Photography_7_locked_2.docx (/Form/Program/_DownloadFile/375/10?fileId=421)

Media Arts Advisory Committee Info.pdf (/Form/Program/_DownloadFile/375/10?fileId=422)

SCCRC Recommendation 11-3-2019.pdf (/Form/Program/_DownloadFile/375/10?fileId=456)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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

164.00

Additional comments:

The library should purchase adopted texts or added resources for a cost of \$164.

Feasibility Analysis - Dean's Page

Program Title Media Arts: Commercial Photography

Top Code 1012.00 - Applied Photography*

CIP Code 50.0406: Commercial Photography.

Lecture Load 0.860

Lab Load 1.130

Total Workload 1.990

New Faculty

New Equipment Needs 0.00

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)

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.

This program supports the AHC and CCC missions. It was recommended in program review, labor market information was supplied by the Center for Excellence, and labor market information is sufficient enough to justify the program.

Course Review Date

Program Review Date 04/10/2020

The program is feasible:

Yes, this program is feasible.

The program is not feasible:

Funding Source/Plan

No additional funding is necessary.

Transfer Documentation

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

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019
- Effective
08/17/2019
- Regional Consortium
11/03/2019

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 1012.00 - Applied Photography*

Program Control Number

Originator Jacoby, Richard

Origination Date 11/26/2018

Comments**CCCCO Entry**

College has Submitted with C-ID Descriptors N/A

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

TOP Code 1012.00 - Applied Photography*

Units for Degree Major/Emphasis (Minimum) 18

Units for Degree Major/Emphasis (Maximum) 18

Total Units (Minimum) 18

Total Units (Maximum) 18

Annual Completers 20

Faculty Workload

0.860

New Faculty Position 0

New Equipment 0.00

New/Remodeled Facilities 0

Library Materials 164.00

Gainful Employment Yes

Net Annual Labor Demand 30

Program Review Date 04/10/2020

Apprenticeship No

Distance Education Percentage

District Governing Board Approval Date 12/10/2019

All Fields

New Credit Program: Latino/a Studies - Associate in Arts

Cover

Program Title Latino/a Studies

Department Social & Behavioral Sciences

Discipline SOC

Award Type Associate in Arts

Date Reviewed Semester Fall

Year 2019

Program Goal Transfer

Does award also prepare students for transfer? Yes

Proposed Start 08/17/2020

Other

N/A

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

A program here at our Hispanic-Serving Institution will provide a much-needed study of the heritage of Latinos/as, and will foster a desirable understanding of their history, culture, and aesthetics. This program will not only help our students develop a competence and understanding of Latino/a history, culture, and aesthetics, but will compel them to realize the issues and realities of growing the Latino/a community here in the Santa María valley. This program supports the goals and advances the mission of Hancock College to strengthen our students' qualifications for eventual service or professional employment in the community. Students with a degree in Latino/a Studies will be better prepared for work in education, politics and government; municipal, agricultural, and urban planning; social services; community arts and development; union organizing and labor relations; and public or business policy.

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 aim of the Allan Hancock College Latino/a Studies program is to instill in students a deeper understanding of our diverse intercultural world, and to provide them a more defined sense of cultural aesthetics, history, and social justice.

Co-Contributor

Contributor

- Garcia-Martinez, Marc (marcgm@hancockcollege.edu)

Program Goals and Objectives

- 1) To gain and develop knowledge of the history and socio-political reality of Latinos/as in the U.S. and in the Americas.
- 2) To gain and develop an understanding of Latino/a cultural expression including language, literature, art, dance, and cinema.
- 3) To be able to distinguish the historical, cultural, geographical, and linguistic, etc., variations within the Latino/a community.

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

This program proposal is propitiously based on already existing, regularly offered courses at this college. There are no new, or needed, or updated courses necessary for this program's inception. A majority of CSU, UC, and private California colleges and

universities offer degrees in this program area, and our already existing, regularly offered courses at this college articulate in several ways to those institutions.

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.

It has been said that the success of California's systems of higher education, vocational training, and public workforce development, stands or falls with the community colleges. This program is appropriate due to its interdisciplinary property that not only increases students' opportunity for transfer to 4-year institutions, but enhances their qualifications to obtain academic, service, and professional statewide employment. As the California Community Colleges' mission is to provide students with the knowledge, experience, and socio-cultural sensitivity necessary to both thrive in and contribute to today's world, this program shall work to readily fulfill this mission.

Enrollment and Completer Projections

Enter estimated number of program completers:

15

What were the enrollment projections based on?

These projections are based on a two-year informal survey of students given by directly the originator of this program proposal. They are also based on much anecdotal evidence given by campus counselors and administrators. They are also based on the evidentiary sample numbers of comparative programs and class offerings at numerous other California Community Colleges (see Supporting Documents).

Place of Program in Existing 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?

The program courses already exist and are regularly offered across existing humanistic and social-scientific curriculums (see Supporting Documents). There are no related programs currently offered on campus, and this program will not replace any other program. While interdisciplinary, this program will be under the auspices of the Social & Behavioral Sciences department.

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.

More or less a geographic singularity, Hancock College is not in easy commuting distance to other colleges. A 65-minute drive south is the University of the California at Santa Barbara, and a 75-minute drive south is Santa Barbara City College. To the north, a 40-minute drive to the California State Polytechnic University at San Luis Obispo, in addition to a 50-minute drive north to Cuesta College (both residing in another county). UCSB offers a B.A. in Chicana/o Studies and CalPolySLO offers one in general Ethnic Studies with concentration in Latino/a studies, but both of these are 4-year schools (ideal for our students in this proposed program to transfer, by the way). Cuesta College does not offer a comparable program, though SBCC does (see program requirements in Supporting Documents). There is, therefore, very limited offerings and possibilities for our students. The distance to SBCC makes it not very expedient and highly unrealistic for our students to commute there for their program, so we need to fill the geographic and academic space here at AHC.

Faculty persons contacted at colleges offering similar programs.

With the direct assistance of the campus Articulation Officer, and through individual research experienced during a sabbatical leave, no identifiable persons or faculty were necessarily contacted, but many departments and colleges throughout California were studied externally over a two-semester period via campus websites, general phone calls, and data from the State of California.

Adequate Resources

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

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

Other No

Please specify

Since the courses for this proposed program already exist and are regularly offered, the current resources already allotted to teach these courses would be adequate.

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

For now, yes.

List qualified faculty members who will be available to teach the program.

With respect to the program's required courses, for History 120—History of the Mexican-American, Dr. Marc García-Martínez; for History 119—History of California, Dr. Roger Hall; for Sociology 120—Race & Ethnic Relations, Prof. Alberto Restrepo; for Spanish 101/102—Elementary Spanish I/II, Dr. Ana Gómez de Torres and Prof. Claudia Díaz. For the selective courses, Engl 148, Anthro 102, Film 103, Art 105, and Dance 140, any faculty that the college currently and regularly sees fit to assign to teach.

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

For now, yes.

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

The existing buildings, classrooms, and any supplemental learning/working spaces that are already being offered to students.

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

For now, yes.

Catalog Description

Catalog Description

For CTE program the description must list the potential careers students may enter upon completion of the program. For transfer programs, the description must list baccalaureate major or related majors.

The Latino/a Studies program provides general structured study in the heritage of Latinos/as, and fosters a fundamental understanding of their history, culture, and aesthetics. The particular courses in this program require students to develop competence in, and an understanding of, the history, culture, and aesthetics of Latinos/as, as well as issues and realities in the Latino/a community. Completion of the Latino/a Studies program enhances students' qualifications for service or professional employment in education, politics and government, municipal and urban planning, social work, community arts and development, union organizing and labor relations, and public or business policy.

Program Completion Requirements

Completion of 24-25 units in the major

Completion of 21 units of AHC general education

Completion of math competency requirement, Math 309 or a 100-level math course, 3 units

English competency, English 101, 3 units

Completion of multicultural gender studies requirement, 3 units

Completion of the health and wellness requirement 3.5 units

Completion of 60 degree-applicable units

Year 1 Fall: 15 units

Year 1 Spring: 15 units

Year 2 Fall: 15 units

Year 2 Spring: 15 units

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Demonstrate knowledge of the history and reality of Latinos/as in the United States and the Americas.**

2. Demonstrate knowledge of Latino/a culture, as well as an understanding of the cultural expressions of Latinos/as including language, literature, art, dance, and cinema.
3. Distinguish variations within the Latino/a community with respect to history, geography, class, culture, gender, and ethnicity.

Program Requirements

Course Block Definitions

1. A major of 24-25 units is required for the Associate of Arts degree.

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

Unit Max

Program Courses

2. Required core courses

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

19.00

Unit Max

19.00

Program Courses

1. **Course**

HIST 119 - History of California 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

HIST - History

Course

HIST 119 - History of California 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

2. **Course**

HIST 120 - History of the Mexican-American 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

HIST - History

Course

HIST 120 - History of the Mexican-American 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

3. **Course**

SOC 120 - Race and Ethnic Relations 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

SOC - Sociology

Course

SOC 120 - Race and Ethnic Relations 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

4. **Course**

SPAN 101 - Elementary Spanish I 5.000 - 0.000 *Active*

Non-Course Requirements

Subject

SPAN - Spanish

Course

SPAN 101 - Elementary Spanish I 5.000 - 0.000 *Active*

Condition

Unit Range

Min

5.00

Max

5.00

Exception Identifier

Exception

5. **Course**

SPAN 102 - Elementary Spanish II 5.000 - 0.000 *Historical*

Non-Course Requirements

Subject

SPAN - Spanish

Course

SPAN 102 - Elementary Spanish II 5.000 - 0.000 *Historical*

Condition

Unit Range

Min

5.00

Max

5.00

Exception Identifier

Exception

3. **Plus a minimum of 2 courses from the following:**

Block Header

Block Footer

Override Default Unit Calculations

No

Unit Min

5.00

Unit Max

6.00

Program Courses

1. **Course**

ANTH 102 - Introduction to Cultural Anthropology 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ANTH - Anthropology

Course

ANTH 102 - Introduction to Cultural Anthropology 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

2. **Course**

ART 105 - Art History of Mexico 3.000 - 0.000 *Active*

Non-Course Requirements

Subject

ART - Art

Course

ART 105 - Art History of Mexico 3.000 - 0.000 *Active*

Condition

Unit Range

Min

3.00

Max

3.00

Exception Identifier

Exception

3. **Course**
DANC 140 - Beginning Folklorico 2.000 - 0.000 *Active*
Non-Course Requirements
Subject
DANC - Dance
Course
DANC 140 - Beginning Folklorico 2.000 - 0.000 *Active*
Condition
Unit Range
Min
2.00
Max
2.00
Exception Identifier
Exception
4. **Course**
ENGL 148 - Hispanic Literature in Translation 3.000 - 0.000 *Active*
Non-Course Requirements
Subject
ENGL - English
Course
ENGL 148 - Hispanic Literature in Translation 3.000 - 0.000 *Active*
Condition
Unit Range
Min
3.00
Max
3.00
Exception Identifier
Exception
5. **Course**
FILM 103 - Contemporary Latin American Film 3.000 - 0.000 *Active*
Non-Course Requirements
Subject
FILM - Film
Course
FILM 103 - Contemporary Latin American Film 3.000 - 0.000 *Active*
Condition
Unit Range
Min
3.00
Max
3.00
Exception Identifier
Exception

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

Supporting Documents

Attached File

ASSIST Majors Listing.docx (/Form/Program/_DownloadFile/383/10?fileId=229)

Latin@ Major course sheet.pdf (/Form/Program/_DownloadFile/383/10?fileId=230)

SBCC Chcano Studies Requirements.docx (/Form/Program/_DownloadFile/383/10?fileId=233)

Programs at other schools.pdf (/Form/Program/_DownloadFile/383/10?fileId=274)

ASSIST Articulation Documentation.docx (/Form/Program/_DownloadFile/383/10?fileId=275)

Latino a Studies Prog Narrative.pdf (/Form/Program/_DownloadFile/383/10?fileId=277)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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 Latino/a Studies

Top Code 2208.00 - Sociology

CIP Code 45.1101: Sociology.

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.

This program promotes the AHC and CCC missions. As a Hispanic serving institution, this program should appeal to a wide-sector of the student population the college serves.

Course Review Date

Program Review Date

The program is feasible:

Yes, this program is feasible.

The program is not feasible:

Funding Source/Plan

Courses that comprise this program are existing courses. As such, the demand on college resources should be minimal or none.

Transfer Documentation

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

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

Special Dates

- Academic Senate
11/19/2019
- Board of Trustees
12/10/2019
- Effective
08/17/2020

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2020/2021

Top Code 2208.00 - Sociology

Program Control Number

Originator Garcia-Martinez, Marc

Origination Date 12/26/2018

Comments

CCCCO Entry

College has Submitted with C-ID Descriptors

Program Goal Transfer

TOP Code 2208.00 - Sociology

Units for Degree Major/Emphasis (Minimum) 24

Units for Degree Major/Emphasis (Maximum) 25

Total Units (Minimum) 60

Total Units (Maximum) 60

Annual Completers

Faculty Workload

0.000

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand 0

Program Review Date

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

All Fields

New Noncredit Program: Advanced ESL - Certificate of Competency

Cover

Program Title Advanced ESL

Department Noncredit Education

Discipline English as a Second Lang (NC)

Award Type Certificate of Competency

Date Reviewed Semester Fall

Year 2019

Program Goal Local (community need)

Proposed Start 08/17/2020

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This new program is a revised one from our current certificate of completion which requires 75% attendance hours per course to receive. This new program will be tied to revised CORs that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through more quickly while at the same time demonstrating competency in the four domains at that level.

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 Noncredit English as a Second Language program strives to provide academic, vocational, career, and life-skills pathways to meet the needs of the community.

Co-Contributor

Contributor

Program Goals and Objectives

English language learners will have core competencies at the certificate level in reading, writing, listening to, and speaking English in order to achieve their personal, vocational, and academic goals.

At the high-intermediate to low-advanced levels students will be able to:

- Demonstrate an understanding of vocabulary in the appropriate context.
- Interpret and orally respond to conversations.
- Utilize correct grammar use and syntax in oral and written contexts.
- Interpret a variety of texts.
- Construct sentences with appropriate mechanics.
- Demonstrate an understanding of numeracy as it applies to life, academic, and career skills.
- Create theme-based projects that demonstrate a command of lessons learned.
- Create long and short-term goals.

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

CORs are being revised and submitted with this proposal that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through

more quickly while at the same time demonstrating competency in the four domains at that level.

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.

This program is built on life, vocational, and college and career readiness academic skills that tie into 21st century skills.

Enrollment and Completer Projections

Enter estimated number of program completers:

19

What were the enrollment projections based on?

Tableau enrollment data; Last academic year we served approximately 5,650 students. Program completer projections are based the enrollment data for the 2017-18 academic year.

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 certificates of competency program will replace the certificate of completion program. There are no other related or duplicate programs being offered at AHC.

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.

The only ones within commuting distance are Cuesta College and Santa Barbara City College (SBCC). Our community needs these similar certificates here within this area. Cuesta offers 4 certificates of competency. SBCC also has at least 7 certificates of competency,

Faculty persons contacted at colleges offering similar programs.

Mia Ruiz at Cuesta College and various other across the state at conferences.

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 Yes

Please specify

Classrooms

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.

All currently employed NESL faculty.

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

Yes. However increasing the pool of qualified faculty is ongoing..

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

S bldg and other on-campus rooms as well as several off-campus sites.

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

Finding class space can be challenging, especially on campus, but it typically works out.

Catalog Description

Catalog Description

The Noncredit English as a Second Language (NESL) advanced certificate is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-intermediate/advanced level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Along with Intro to English C and D, students must select one of the following courses: NESL 7009 Bridge from Noncredit to Credit Course, NESL 7041 Conversation for Intermediate ESL, NESL 7060 ESL Instructional Lab, or NESL 550 Fundamentals of Grammar. Classes and labs are tuition-free.

Program Completion Requirements

Students place into the required courses based on initial placement through an assessment and/or progress through each required course based on student learning outcomes and other in-class competencies.

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Have core competencies at the certificate level in reading, writing, listening to, and speaking English in order to achieve their personal, vocational, and academic goals.**

Program Requirements

Course Block Definitions

1. **Required Courses**

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

NESL 7005 - Introduction to English C * Active*

Non-Course Requirements

Subject

NESL - English as a Second Lang (NC)

Course

NESL 7005 - Introduction to English C * Active*

Condition

and

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

This course is not required if a student places beyond this level.

2. **Course**

NESL 7007 - Introduction to English D * Active*

Non-Course Requirements

Subject

Course

NESL 7007 - Introduction to English D * Active*

Condition

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

2. In addition to the courses above, one additional course is required. Select from one of the following courses:

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

NESL 7009 - Bridge from Noncredit to Credit Course - Lecture 5.625 * Approved*

Non-Course Requirements

Subject

Course

NESL 7009 - Bridge from Noncredit to Credit Course - Lecture 5.625 * Approved*

Condition

or

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

2. **Course**

NESL 7041 - Conversation for Intermediate ESL * Active*

Non-Course Requirements

Subject

Course

NESL 7041 - Conversation for Intermediate ESL * Active*

Condition

or

Hour Range

Min

32.00

Max
48.00
Exception Identifier
Exception

3. **Course**
NESL 7060 - ESL Instructional Lab - Lab 1.000 * Active*
Non-Course Requirements

Subject
NESL - English as a Second Lang (NC)
Course

NESL 7060 - ESL Instructional Lab - Lab 1.000 * Active*
Condition

or

Hour Range

Min

8.00

Max

240.00

Exception Identifier

Exception

4. **Course**
NESL 550 - Fundamentals of Grammar - Lecture 3.000 - Lab 1.000 * Active*
Non-Course Requirements

Subject

Course

NESL 550 - Fundamentals of Grammar - Lecture 3.000 - Lab 1.000 * Active*
Condition

Hour Range

Min

64.00

Max

72.00

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.

Supporting Documents

Attached File

I have attached all supporting documents No

I have attached the Chancellor's Office New Program Proposal Narrative

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:

The library has adequate resources to support this program and no purchases are recommended.

Feasibility Analysis - Dean's Page

Program Title Advanced ESL

Top Code 4930.87 - English as a Second Language - Integrated

CIP Code 13.1401: Teaching English as a Second or Foreign Language/ESL Language Instructor.

Lecture Load 0.800

Lab Load 0.020

Total Workload 0.820

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)

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.

Assuming a projection of 23 completers per year = 23 X 188-444 hrs = 8.24-19.45 FTES = \$42,169.30 - \$99,591.31

Course Review Date

Program Review Date

The program is feasible:

YES

The program is not feasible:

N/A

Funding Source/Plan

FTES enhanced (CDCP) funding

Codes

Special Dates

Instructional Services

Date Reviewed Semester Fall

Year 2019

Catalog Term 2019/2020

Top Code 4930.87 - English as a Second Language - Integrated

Program Control Number

Is CDCP No

Originator Keiser, Andria

Origination Date 09/11/2018

Comments

CCCCO Entry

Program Goal Local (community need)

TOP Code 4930.87 - English as a Second Language - Integrated

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.800

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand 0

Program Review Date

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

All Fields

New Noncredit Program: Basic ESL - Certificate of Competency

Cover

Program Title Basic ESL

Department Noncredit Education

Discipline English as a Second Lang (NC)

Award Type Certificate of Competency

Date Reviewed Semester Fall

Year 2018

Program Goal Local (community need)

Proposed Start 08/19/2019

Justification/Need for New or Modified Program

How will this program, or program modification, meet student, employer, or community needs?

This new program is a revised one from our current certificate of completion which requires 75% attendance hours per course to receive. This new program will be tied to revised CORs that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through more quickly while at the same time demonstrating competency in the four domains at that level.

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 Noncredit English as a Second Language program strives to provide academic, vocational, career, and life-skills pathways to meet the needs of the community.

Co-Contributor

Contributor

Program Goals and Objectives

English language learners will have core competencies at the certificate level in reading, writing, listening to, and speaking English in order to achieve their personal, vocational, and academic goals.

At the high-beginning level students will be able to:

- Demonstrate an understanding of vocabulary in the appropriate context.
- Interpret and orally respond to conversations.
- Utilize correct grammar use and syntax in oral and written contexts.
- Interpret a variety of texts.
- Construct sentences with appropriate mechanics.
- Demonstrate an understanding of numeracy as it applies to life, academic, and career skills.
- Create theme-based projects that demonstrate a command of lessons learned.
- Create long and short-term goals.

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

CORs are being revised and submitted with this proposal that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through

more quickly while at the same time demonstrating competency in the four domains at that level.

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.

This program is built on life, vocational, and college and career readiness academic skills that tie into 21st century skills.

Enrollment and Completer Projections

Enter estimated number of program completers:

23

What were the enrollment projections based on?

Tableau enrollment data; Last academic year we served approximately 5,650 students. Program completers are based the 17-18 academic year.

Place of Program in Existing 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 certificates of competency program will replace the certificate of completion program. There are no other related or duplicate programs being offered at AHC.

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.

The only ones within commuting distance are Cuesta College and Santa Barbara City College (SBCC). Our community needs these similar certificates here within this area. Cuesta offers 4 certificates of competency. SBCC also has at least 7 certificates of competency.

Faculty persons contacted at colleges offering similar programs.

Mia Ruiz at Cuesta College and various other across the state at conferences.

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 Yes

Please specify

Classrooms

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.

All currently employed NESL faculty.

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

Yes. However increasing the pool of qualified faculty is ongoing.

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

S bldg and other on-campus rooms as well as several off-campus sites.

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

Finding class space can be challenging, especially on campus, but it typically works out.

Catalog Description

Catalog Description

The Noncredit English as a Second Language (NESL) basic certificate is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-beginning level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Along with Intro to English A and B, students must select one of the following courses: NESL 7020A Spanish Literacy, NESL 7000 Intro to English Pre-A, NESL 7040 Conversation for Beginning ESL, NESL 7060 ESL Instructional Lab, or NESL 550 Fundamentals of Grammar. Classes and labs are tuition-free.

Program Completion Requirements

Students place into the required courses based on initial placement through an assessment and/or progress through each required course based on student learning outcomes and other in-class competencies.

Program Learning Outcomes (PLO)

Program Learning Outcomes (PLO)

1. **Have core competencies at the certificate level in reading, writing, listening to, and speaking English in order to achieve their personal, vocational, and academic goals.**

Program Requirements

Course Block Definitions

1. **Required Courses**

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

NESL 7001 - Introduction to English A * Active*

Non-Course Requirements

Subject

NESL - English as a Second Lang (NC)

Course

NESL 7001 - Introduction to English A * Active*

Condition

and

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

This course is not required if a student places beyond this level.

2. **Course**

NESL 7003 - Introduction to English B - Lab 0.000 * Active*

Non-Course Requirements

Subject

NESL - English as a Second Lang (NC)

Course

NESL 7003 - Introduction to English B - Lab 0.000 * Active*

Condition

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

2. In addition to the courses above, one additional course is required. Select from one of the following courses:

Block Header

Block Footer

Override Default Hour Calculations

No

Hour Min

Hour Max

Program Courses

1. **Course**

NESL 7020A - Spanish Literacy - Lecture 5.625 - Lab 0.000 * Active*

Non-Course Requirements

Subject

Course

NESL 7020A - Spanish Literacy - Lecture 5.625 - Lab 0.000 * Active*

Condition

or

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

2. **Course**

NESL 7000 - Introduction to English: Pre-A * Active*

Non-Course Requirements

Subject

Course

NESL 7000 - Introduction to English: Pre-A * Active*

Condition

or

Hour Range

Min

90.00

Max

102.00

Exception Identifier

Exception

3. Course

NESL 7040 - Conversation for Beginning ESL * Active*

Non-Course Requirements

Subject

Course

NESL 7040 - Conversation for Beginning ESL * Active*

Condition

or

Hour Range

Min

32.00

Max

48.00

Exception Identifier

Exception

4. Course

NESL 7060 - ESL Instructional Lab - Lab 1.000 * Active*

Non-Course Requirements

Subject

NESL - English as a Second Lang (NC)

Course

NESL 7060 - ESL Instructional Lab - Lab 1.000 * Active*

Condition

or

Hour Range

Min

8.00

Max

240.00

Exception Identifier

Exception

5. Course

NESL 550 - Fundamentals of Grammar - Lecture 3.000 - Lab 1.000 * Active*

Non-Course Requirements

Subject

Course

NESL 550 - Fundamentals of Grammar - Lecture 3.000 - Lab 1.000 * Active*

Condition

Hour Range

Min

64.00

Max

72.00
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.

Supporting Documents

Attached File

Basic ESL Narrative for Competency.pdf (/Form/Program/_DownloadFile/357/2757?fileId=459)

I have attached all supporting documents Yes

I have attached the Chancellor's Office New Program Proposal Narrative Yes

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:

The library has adequate resources to support this program and no purchases are recommended.

Feasibility Analysis - Dean's Page

Program Title Basic ESL

Top Code 4930.87 - English as a Second Language - Integrated

CIP Code 13.1401: Teaching English as a Second or Foreign Language/ESL Language Instructor.

Lecture Load 0.800

Lab Load 0.020

Total Workload 0.820

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)

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.

Assuming a projection of 23 completers per year = 23 X 188-240 hrs = 8.24-10.51 FTES = \$42,169.30 - \$53,833.14

Observation: Usually load is connected to courses. It's odd calculating workload for certificates, more so when noncredit courses have a wide range.

Course Review Date

Program Review Date

The program is feasible:

Yes

The program is not feasible:

N/A

Funding Source/Plan

FTES enhanced (CDCP) funding.

Codes

Special Dates

Instructional Services

Date Reviewed Semester Fall

Year 2018

Catalog Term 2019/2020

Top Code 4930.87 - English as a Second Language - Integrated

Program Control Number

Is CDCP No

Originator Keiser, Andria

Origination Date 09/11/2018

Comments

CCCCO Entry

Program Goal Local (community need)

TOP Code 4930.87 - English as a Second Language - Integrated

Hours for Degree Major/Emphasis (Minimum)

Hours for Degree Major/Emphasis (Maximum)

Total Hours (Minimum)

Total Hours (Maximum)

Annual Completers

Faculty Workload

0.800

New Faculty Position

New Equipment 0.00

New/Remodeled Facilities

Library Materials

Gainful Employment

Net Annual Labor Demand 0

Program Review Date

Apprenticeship

Distance Education Percentage

District Governing Board Approval Date

Allan Hancock College

Program Outline

Title: Computer Business Information Systems

Award Type: Associate in Science

The A.S. degree in Computer Business Information Systems (CBIS) program is designed to provide students with education, training, and technical skills to support information systems within a company. It teaches skills needed to advance to different professions where information systems are used. Several of the classes prepare students to obtain different Microsoft certifications.

Upon completion of the program, the student will have foundational skills in various areas of computer information systems like software applications, networking/help-desk, information systems security, and database management and can be employed as Office and Admin Support, Information and Record Clerk, Office Support Supervisor, Computer Support Specialist, Executive Secretary, Customer Service Representative, Office Worker, Hotel Resource Clerk, and Small Business Webmaster.

The graduate of the Associate in Science in Computer Business Information Systems will:

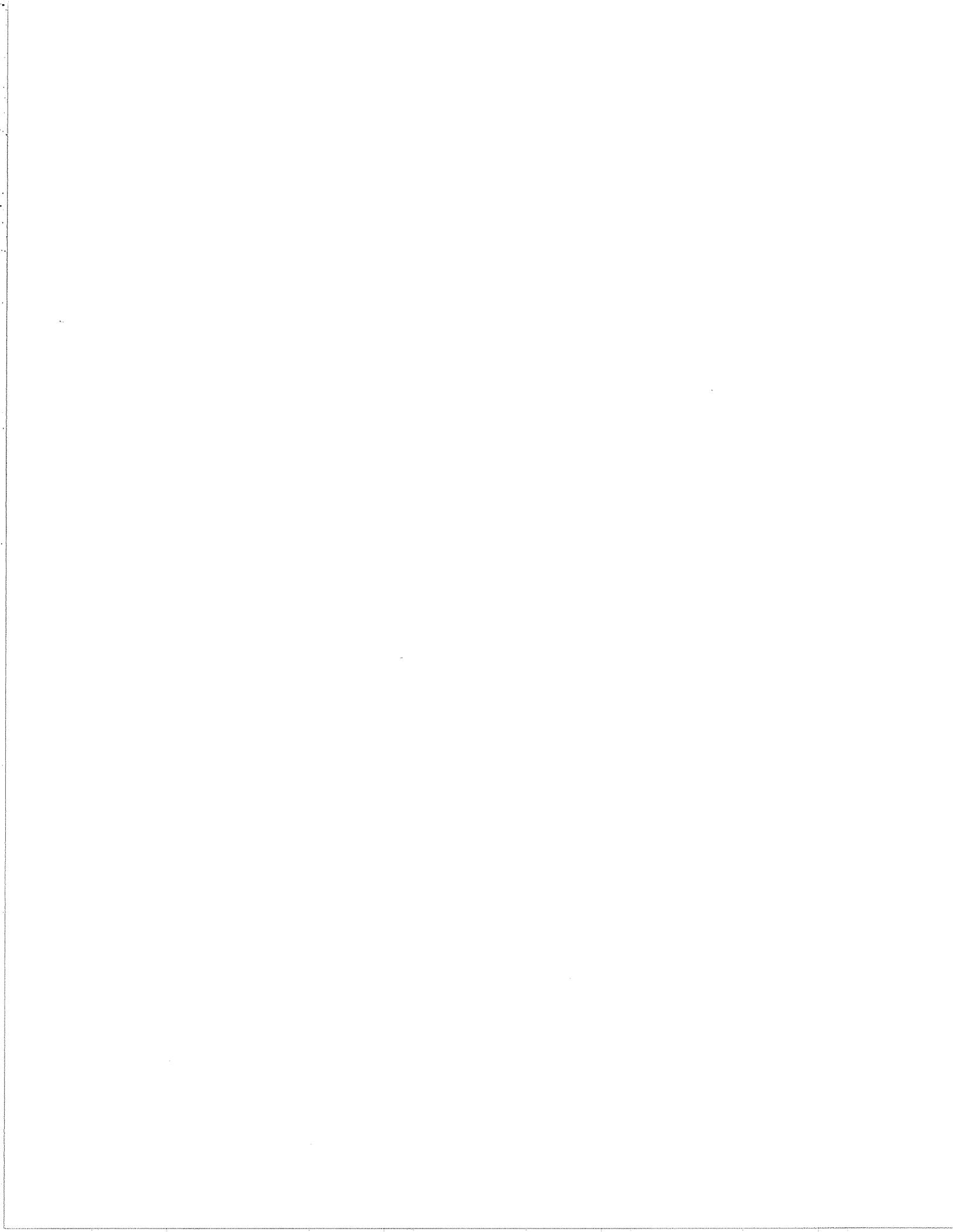
- Understand the fundamentals of business, and how they relate to information systems needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a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

Program Requirements

A major of 21 units is required for the associate in science degree.

Required core courses (21 units)		Units: 21
ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CBIS108	Networking and Administration	3
CBIS112	Intro to Visual Basic Program	3
CBIS141	Active Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3

Total Program Units **21**



Allan Hancock College Program Outline

Title: Early Childhood Studies: Elementary Education

Award Type: Associate in Science

Completion of Elementary Education program would qualify students for a Teacher-level permit issued by the California Commission on Teacher Credentialing. The program also provides the students with experiences in working with children in the elementary school setting. This prepares the student to work in Transitional Kindergarten, Title 5, Title XXII and federally-funded programs.

The graduate of the Associate in Science in Early Childhood Studies: Elementary Education will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A major of 44 units is required for the degree.

Units: 38

Required core courses (38 units):

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS125	Curriculum for School-Age Children	3
ECS130	Exploring Teaching	3
or		
EDUC130	Exploring Teaching	3
ECS132	Child Identity and Learning	3
or		
EDUC132	Child Identity And Learning	3
ECS303	Introduction to Early Childhood	2

Plus a minimum of 6 units selected from the following:

Units: 6

ECS114	Parent/Child Relationships	3
ECS117	Teaching the Hispanic Child	3
ECS122	Positive Child Guidance	3

ECS310	Art for Young Children	0.5
ECS311	Creating Learning Materials	0.5
ECS312	Music for Early Childhood Educators	0.5
ECS313	Science for Young Children	0.5
ECS314	Engineering and Technology for Young Children	0.5
ECS315	Math for Young Children	0.5
EMS102	First Aid & Safety	3
ENGL137	Children's Literature	3
MUS110	Music Fundamentals	2
SPAN104	Intermediate Spanish II	5

Total Program Units	44
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Allan Hancock College Program Outline

Title: Early Childhood Studies: Elementary Education

Award Type: Certificate of Achievement

Completion of Elementary Education would qualify students up a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Elementary Education will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A major of 44 units is required for the certificate.

Units: 38

Required core courses (38 units):

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS125	Curriculum for School-Age Children	3
ECS130	Exploring Teaching	3
or		
EDUC130	Exploring Teaching	3
ECS132	Child Identity and Learning	3
or		
EDUC132	Child Identity And Learning	3
ECS303	Introduction to Early Childhood	2

Plus a minimum of 6 units selected from the following:

Units: 6

ECS114	Parent/Child Relationships	3
ECS117	Teaching the Hispanic Child	3
ECS122	Positive Child Guidance	3
ECS310	Art for Young Children	0.5

ECS311	Creating Learning Materials	0.5
ECS312	Music for Early Childhood Educators	0.5
ECS313	Science for Young Children	0.5
ECS314	Engineering and Technology for Young Children	0.5
ECS315	Math for Young Children	0.5
ENGL137	Children's Literature	3
EMS102	First Aid & Safety	3
MUS110	Music Fundamentals	2
SPAN104	Intermediate Spanish II	5

Total Program Units**44**

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Allan Hancock College

Program Outline

Title: Early Childhood Studies: General

Award Type: Associate in Science

Completion of Early Childhood Studies: General would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Associate in Science in Early Childhood Studies: General will:

- Understand and apply child development theories and principles.
 - Identify and implement observation, documentation and other assessment strategies.
 - Value and cultivate collaborative family and community relationships.
 - Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
 - Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
 - Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.
-

Program Requirements

A major of 43 units is required for the degree.

Units: 31

Required core courses (31 units):

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS149	Cooperative Work Experience: Occupational	2
ECS303	Introduction to Early Childhood	2

Plus a minimum of 12 units selected from the following:

Units: 12

ECS114	Parent/Child Relationships	3
ECS115	Care and Education for Infants and Toddlers	3
ECS117	Teaching the Hispanic Child	3
ECS120	Adult Supervision and Mentoring In Early Childhood Education	2
ECS122	Positive Child Guidance	3
ECS125	Curriculum for School-Age Children	3
ECS151	Infant and Toddler Development	3
ECS310	Art for Young Children	0.5
ECS311	Creating Learning Materials	0.5

ECS312	Music for Early Childhood Educators	0.5
ECS313	Science for Young Children	0.5
ECS314	Engineering and Technology for Young Children	0.5
ECS315	Math for Young Children	0.5
ECS320	Administration: Staff Leadership	1
ECS321	Administration: Professional Ethics	1
ECS322	Administration: Parents as Partners	1
EMS102	First Aid & Safety	3

Total Program Units	43
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Allan Hancock College Program Outline

Title: Early Childhood Studies: General

Award Type: Certificate of Achievement

Completion of Early Childhood Studies: General program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and federally-funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: General will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A major of 46 units is required for the certificate.

Units: 40

Required core courses (40 units)

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS125	Curriculum for School-Age Children	3
ECS149	Cooperative Work Experience: Occupational	2
ECS130	Exploring Teaching	3
or		
EDUC130	Exploring Teaching	3
ECS132	Child Identity and Learning	3
or		
EDUC132	Child Identity And Learning	3
ECS303	Introduction to Early Childhood	2

Plus a minimum of 6 units selected from the following:

Units: 6

ECS114	Parent/Child Relationships	3
ECS117	Teaching the Hispanic Child	3
ECS122	Positive Child Guidance	3

ECS310	Art for Young Children	0.5
ECS311	Creating Learning Materials	0.5
ECS312	Music for Early Childhood Educators	0.5
ECS313	Science for Young Children	0.5
ECS314	Engineering and Technology for Young Children	0.5
ECS315	Math for Young Children	0.5
EMS102	First Aid & Safety	3
ENGL137	Children's Literature	3
MUS110	Music Fundamentals	2
SPAN104	Intermediate Spanish II	5

Total Program Units

46

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Allan Hancock College Program Outline

Title: Early Childhood Studies: Program Director/Administration Emphasis

Award Type: Certificate of Achievement

Completion of the Program Director/Administration certificate of achievement would meet the education requirements that qualify students to receive up to a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Program Director/Administration Emphasis will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A major of 48 units is required for the certificate.

Units: 39

Required core courses (39 units)

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS111	Administration I: Programs in Early Childhood Education	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS120	Adult Supervision and Mentoring In Early Childhood Education	2
ECS149	Cooperative Work Experience: Occupational	2
ECS150	Administration II: Personnel and Leadership in Early Childhood Education	3
ECS303	Introduction to Early Childhood	2

Plus 3 Units selected from the following

Units: 3

ACCT317	Bookkeeping 1	3
BUS107	Human Relations in Business	3
CBIS101	Computer Concepts & Applications	3

Plus a minimum of 6 unites selected from the following

Units: 6

ECS112	Introduction to Young Children with Special Needs	3
ECS114	Parent/Child Relationships	3
ECS122	Positive Child Guidance	3
ECS125	Curriculum for School-Age Children	3
ECS151	Infant and Toddler Development	3
EMS102	First Aid & Safety	3

Total Program Units**48**

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Allan Hancock College Program Outline

Title: Early Childhood Studies: Program Director/Administration Emphasis

Award Type: Certificate of Achievement

Completion of the Program Director/Administration certificate of achievement would meet the education requirements that qualify students to receive up to a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Program Director/Administration Emphasis will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A major of 48 units is required for the certificate.

Units: 39

Required core courses (39 units)

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS111	Administration I: Programs in Early Childhood Education	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS120	Adult Supervision and Mentoring In Early Childhood Education	2
ECS149	Cooperative Work Experience: Occupational	2
ECS150	Administration II: Personnel and Leadership in Early Childhood Education	3
ECS303	Introduction to Early Childhood	2

Plus 3 Units selected from the following

Units: 3

ACCT317	Bookkeeping 1	3
BUS107	Human Relations in Business	3
CBIS101	Computer Concepts & Applications	3

Plus a minimum of 6 unites selected from the following

Units: 6

ECS112	Introduction to Young Children with Special Needs	3
ECS114	Parent/Child Relationships	3
ECS122	Positive Child Guidance	3
ECS125	Curriculum for School-Age Children	3
ECS151	Infant and Toddler Development	3
EMS102	First Aid & Safety	3

Total Program Units	48
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Allan Hancock College Program Outline

Title: Early Childhood Studies: Special Education

Award Type: Certificate of Achievement

Completion of Special Education would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Special Education will:

- Understand and apply child development theories and principles.
- Identify and implement observation, documentation and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

Program Requirements

A total of 43 units is required for the certificate.

Required core courses (37 units)

Units: 37

ECS100	Child Growth and Development	3
ECS101	Child, Family and Community	3
ECS102	Child Health, Safety & Nutrition	3
ECS104	Principles and Practices of Teaching Young Children	3
ECS105	Observation and Assessment	3
ECS106	Introduction to Early Childhood Curriculum	3
ECS112	Introduction to Young Children with Special Needs	3
ECS113	Curriculum and Strategies for Children with Special Needs	3
ECS116	Teaching in a Diverse Society	3
ECS118	Practicum: Preschool	3
ECS119	Practicum: Infant/Toddler	3
ECS149	Cooperative Work Experience: Occupational	2
ECS303	Introduction to Early Childhood	2

Plus a minimum of 6 units selected from the following:

Units: 6

ASL120	American Sign Language 1	3
ECS122	Positive Child Guidance	3
ECS151	Infant and Toddler Development	3
ECS111	Administration I: Programs in Early Childhood Education	3
ECS114	Parent/Child Relationships	3
EMS102	First Aid & Safety	3

Allan Hancock College Program Outline

Title: Human Services: Addiction Studies Basic

Award Type: Certificate of Accomplishment

This certificate of accomplishment provides basic knowledge and skills needed for a student to undertake advanced courses in addiction studies.

The graduate of the Certificate of Accomplishment in Human Services: Addiction Studies Basic will:

- Recognize and intervene with clients who are experiencing a crisis and will be prepared to organize and conduct a group program or intervention.
 - Explain what addiction is and describe at least three drugs to which a person may become addicted.
 - Define cultural competence and explain how to work with culturally diverse clients.
-

Program Requirements

A total of 12 units required for the certificate.

Required core courses (12 units)

		Units: 12
HUSV104	Group Dynamics	3
HUSV107	Serving Culturally Diverse Clients	3
HUSV135	Ethics for Human Services Professionals	3
HUSV110	Alcohol, Drugs, and Addiction	3
or		
SOC106	Alcohol, Drugs, and Addiction	3
or		
PSY106	Alcohol, Drugs, and Addiction	3

Total Program Units

12

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Allan Hancock College Program Outline

Title: Human Services: Addiction Studies Foundation

Award Type: Certificate of Accomplishment

This certificate of accomplishment provides a foundation of knowledge and skills needed for a student to undertake basic and advanced courses in addiction studies.

The graduate of the Certificate of Accomplishment in Human Services: Addiction Studies Foundation will:

- Possess and be prepared to perform basic counseling and case management skills.
 - Name and describe at least two helping professions.
-

Program Requirements

A total of 12 units is required for the certificate.

Required core courses (12 units)		Units: 12
FCS131	Life Management	3
HUSV101	Becoming a Helping Professional	3
HUSV102	Case Management of Diverse Clients	3
HUSV103	Basic Counseling Skills	3

Total Program Units **12**

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Allan Hancock College Program Outline

Title: Human Services: Addiction Studies Advanced

Award Type: Certificate of Accomplishment

This certificate of accomplishment provides advanced knowledge and skills in addiction studies.

The graduate of the Certificate of Accomplishment in Human Services: Addiction Studies Advanced will:

- Explain how family systems are affected by addiction in a family member, and describe the symptoms of post traumatic stress disorder.
 - Describe how at least two drugs to which people may become addicted affect the human brain.
 - Describe and be prepared to provide the core competencies of an addiction counselor.
 - Name and describe two mental disorders that often co-occur with substance use disorders.
-

Program Requirements

A total of 12 units is required for the certificate.

Required core courses (12 units):

		Units: 12
HUSV106	Family Systems, Addiction & Trauma	3
HUSV111	Addiction Treatment and Recovery	3
HUSV132	Drugs, the Brain and the Body	3
or		
PSY132	Drugs, the Brain and the Body	3
HUSV142	Co Occuring Disorders Engagement	3

Total Program Units

12

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Allan Hancock College Program Outline

Title: Nursing: Licensed Vocational Nursing

Award Type: Certificate of Achievement

The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing.

Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310 (Pharmacology). The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree.

The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

The graduate of the Certificate of Achievement in Nursing: Licensed Vocational Nursing will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
- Use best practice resources and current evidence as a basis for nursing practice.
- Provide a safe environment for patients, self, and others.
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements

A major of 47 units is required for the certificate.

Fall Semester		Units: 3
NURS310	Pharmacology	3
First/Spring Semester		Units: 17.5
NURS311	Medication Administration	1.5
NURS317	Fundamentals of Nursing	3.5
NURS318	Clinical Lab 1	8
NURS323	Respiratory Conditions	2
NURS329	Endocrine and Reproductive Conditions	2.5
Second/Summer Semester		Units: 10
NURS320	Care of Older Adults	2
NURS327	GI and Urinary Conditions	2.5
NURS328	Clinical Lab 2	3

NURS335	Skin and Musculoskeletal Conditions	2.5
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Third/Fall Semester

Units: 16.5

NURS322	Maternal and Infant Health	2
NURS330	Care of Infants and Children	1.5
NURS331	Cardiovascular Conditions	2
NURS332	Neurosensory Conditions	2
NURS337	Professional Relationships	1
NURS338	Clinical Lab 3	8

Total Program Units

47

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Allan Hancock College

Program Outline

Title: Nursing: Licensed Vocational Nursing

Award Type: Associate in Science

The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing.

Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310. The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree.

The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

The graduate of the Associate in Science in Nursing: Licensed Vocational Nursing will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
- Use best practice resources and current evidence as a basis for nursing practice.
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Provide a safe environment for patients, self, and others.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements

A major of 47 units is required for the associate in science degree.

Fall Semester		Units: 3
NURS310	Pharmacology	3
First/Spring Semester		Units: 17.5
NURS311	Medication Administration	1.5
NURS317	Fundamentals of Nursing	3.5
NURS318	Clinical Lab 1	8
NURS323	Respiratory Conditions	2
NURS329	Endocrine and Reproductive Conditions	2.5
Second/Summer Semester		Units: 10
NURS320	Care of Older Adults	2
NURS327	GI and Urinary Conditions	2.5

NURS328	Clinical Lab 2	3
NURS335	Skin and Musculoskeletal Conditions	2.5

Third/Fall Semester

Units: 16.5

NURS322	Maternal and Infant Health	2
NURS330	Care of Infants and Children	1.5
NURS331	Cardiovascular Conditions	2
NURS332	Neurosensory Conditions	2
NURS337	Professional Relationships	1
NURS338	Clinical Lab 3	8

Total Program Units

47

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Allan Hancock College Program Outline

Title: Medical Assisting

Award Type: Certificate of Achievement

The medical assisting program provides requisite knowledge and skills for the medical assistant in physician clinic and similar settings.

The student must complete program application. Program eligibility depends on completion of program prerequisites, ENGL 101 (Freshman Comp: Exposition) and MATH 531 (Pre-Algebra), with a "C" or better.

Upon program completion, the student is eligible to take the certifying examination by the California Certifying Board for Medical Assistants. The graduate and certified medical assistant can work as a medical assistant in physician clinics, urgent care, and similar settings.

The graduate of the Certificate of Achievement in Medical Assisting will:

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
 - Utilize critical thinking and decision-making skills when providing clinical and administrative service in health settings.
 - Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.
-

Program Requirements

A total of 26.5 units is required for the certificate.

Fall Semester		Units: 14
MA305	Body Systems and Disease	5
or		
MB305	Body Systems and Diseases	5
MA350	MA Fundamentals	2
MA351	MA Clinical Procedures 1	3
MA352	MA Administrative Procedures	4
or		
MB352	MB Administrative Procedures	4
Spring Semester		Units: 12.5
MA353	MA Clinical Procedures 2	5
MA355	MA Pharmacology	4
MA356	MA Job Success Externship	3.5

Total Program Units **26.5**

Allan Hancock College

Program Outline

Title: Paralegal Studies

Award Type: Associate in Science

The A.S. Degree in Paralegal Studies is designed to provide students with education, training, and experience that will enable them to become successful paralegals and to advance in the profession. The program is also designed to help students prepare for NALA (National Association of Legal Assistants) certification.

The graduate of the Associate in Science in Paralegal Studies will:

- Recall significant paralegal issues, theories, and applications.
 - Apply paralegal principles to produce work-based learning projects.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses (27 units):

Units: 27

BUS110	Business Law	3
CBOT305	Legal Office Procedures	3
CWE149	Cooperative Work Experience OCCUPATIONAL	2
PLGL101	Intro to Paralegal Studies	3
PLGL102	Criminal Law & Procedure	3
PLGL103	Civil Litigation	3
PLGL104	Legal Research & Writing	3
PLGL105	Legal Analysis & Writing	3
PLGL106	Case Management	3
PLGL107	Ethics for Paralegals	1

Plus a minimum of 9 units selected from the following:

Units: 9

PLGL108	Wills and Trusts	3
PLGL109	Family Law	3
PLGL110	Intellectual Property Law	3
PLGL111	Tort Law for Paralegals	3
PLGL112	Corporations, Partnership, LLC	3
RE302	Legal Aspects Of Real Estate	3

Total Program Units

36

Allan Hancock College Program Outline

Title: Recreation Management

Award Type: Certificate of Achievement

The Certificate of Achievement in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

The graduate of the Certificate of Achievement in Recreation Management will:

- Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
 - Demonstrate and apply learned leadership skills in a team building classroom environment.
 - Apply and practice the skills of event planning for organizing community events.
 - Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.
-

Program Requirements

A total of 21 units is required for the certificate.

Units: 15

Required core courses (15 units)

REC101	Intro to Recreation Management	3
REC103	Leadership in Recreation Services	3
REC105	Program Planning for Recreation	3
REC107	Recreational Sports Programming	3
CWE149	Cooperative Work Experience OCCUPATIONAL	3

Plus a minimum of 6 units selected from the following:

Units: 6

ATH104	Care and Prevention of Athletic Injuries	3
BUS102	Marketing	3
EMS102	First Aid & Safety	3
REC109	Outdoor & Adventure Recreation	3
SOC120	Race and Ethnic Relations	3
SPCH102	Small Group Communication	3

Total Program Units

21

Allan Hancock College Program Outline

Title: Recreation Management

Award Type: Associate in Science

The Associate Science degree in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

The graduate of the Associate in Science in Recreation Management will:

- Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
 - Demonstrate and apply learned leadership skills in a team building classroom environment.
 - Apply and practice the skills of event planning for organizing community events.
 - Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.
-

Program Requirements

A major of 21 units is required for the associate of science degree.

Units: 15

Required core courses (15 units)

REC101	Intro to Recreation Management	3
REC103	Leadership in Recreation Services	3
REC105	Program Planning for Recreation	3
REC107	Recreational Sports Programming	3
CWE149	Cooperative Work Experience OCCUPATIONAL	3

Plus a minimum of 6 units selected from the following:

Units: 6

ATH104	Care and Prevention of Athletic Injuries	3
BUS102	Marketing	3
EMS102	First Aid & Safety	3
REC109	Outdoor & Adventure Recreation	3
SOC120	Race and Ethnic Relations	3
SPCH102	Small Group Communication	3

Total Program Units

21

