

ACADEMIC POLICY AND PLANNING COMMITTEE
CURRICULUM REPORT

May 21, 2013

Sofía Ramírez-Gelpí, Chairperson

Judith Dal Porto, Applied Social Sciences

Carmen Montañez-Rodríguez, Business

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Learning Resources, Economic Development, Learning Assistance Program, and Health Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Mike Messina, Public Safety

Lubna Haddad, Social & Behavioral Sciences

Victoria Gonzalez, ASBG Student Representative

Janet Hooghuis, Admissions & Records Representative (ex officio)

David DeGroot, Articulation Officer (ex officio)

Non-Credit Education (vacant)

Luis Sanchez, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

Date
President, Board of Trustees
Allan Hancock Joint Community
College District

NEW CREDIT COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

NEW: Courses

Course Prefix	Course Title	Units
ART 137	Life Drawing 3	3
ART 144	Mixed Media 2	3
ART 146	Painting in Acrylics 3 Prerequisite: ART 126	3
ART 150	Painting in Oils 3 Prerequisite: ART 130	3
ART 154	Composition Studies: Human Figure 3 Prerequisite: ART 134	0.5
DA 333	Success in Dental Assisting Practice	0.5
THEA 103	Beginning Professional Theatre Dance Styles	2
THEA 104	Intermediate Professional Theatre Dance Styles Advisory: THEA 103	2
THEA 110	Beginning Production Laboratory Advisory: Eligibility for MATH 311	± 3
THEA 111	Intermediate Production Laboratory Advisory: THEA 110 and Eligibility for MATH 311	± 3
THEA 112	Advanced-Intermediate Production Laboratory Advisory: THEA 111 and Eligibility for MATH 311	± 3
THEA 113	Advanced Production Laboratory Advisory: THEA 112 and Eligibility for MATH 311	± 3
THEA 114	Beginning Performance Laboratory Advisory: Eligibility for ENGL 100 or ENGL 101	± 3
THEA 115	Intermediate Performance Laboratory Advisory: THEA 114 and Eligibility for ENGL 100 or ENGL 101	± 3
THEA 116	Intermediate Advanced Intermediate Performance Laboratory Advisory: THEA 115 and Eligibility for ENGL 100 or ENGL 101	± 3
THEA 117	Advanced Performance Laboratory Advisory: THEA 116 and Eligibility for ENGL 100 or ENGL 101	± 3
THEA 122	Advanced Intermediate Professional Theatre Dance Styles Advisory: THEA 104	2
THEA 123	Advanced Professional Theatre Dance Styles Advisory: THEA 122	2
THEA 301	Beginning Preparation for Repertory Production	1
THEA 302	Intermediate Preparation for Repertory Production Advisory: THEA 301	1
THEA 303	Intermediate Advanced Intermediate Preparation for Repertory Production Advisory: THEA 302	1

THEA 304	Advanced Preparation for Repertory Production Advisory: THEA 303	1
THEA 305	Materials, Tools, and Techniques I Advisory: Eligibility for MATH 311 and ENGL 100 or ENGL 101	10
THEA 306	Materials, Tools, and Techniques 2 Advisory: THEA 305 and eligibility for MATH 311 and ENGL 100 or ENGL 101	10
THEA 307	Planning, Production, and Management 1 Advisory: THEA 305, THEA 306, eligibility for MATH 311 and eligibility for ENGL 100 or ENGL 101	10
THEA 308	Planning, Production, and Management 2 Advisory: THEA 307 and eligibility for MATH 311 and eligibility for ENGL 100 or ENGL 101	10
THEA 310	Beginning Summer <u>Touring</u> Repertory Production	10
THEA 311	Intermediate Summer Repertory <u>Touring</u> Production Advisory: DRMA 310	10
THEA 312	Advanced Intermediate Summer Repertory Production Advisory: DRMA 311	10
THEA 313	Advanced Summer <u>Touring</u> Repertory Production Advisory: DRMA 312	10

THEA and ART courses to be implemented in 2013-2014.

NEW: Experimental and Special Topics Courses - Stand Alone

Course Prefix	Course Title	Units
DRMA 199O	Repertory of Fiddler on the Roof and Spamalot	3
DRMA 199P	Repertory of Always...Patsy Cline & Cyrano de Bergerac	3
DRMA 199Q	Exploration of Fiddler on the Roof through Cyrano de Bergerac	0.5
DRMA 199R	Exploration of Cyrano de Bergerac through Clybourne Park	0.5
ART 199N	Lidded Vessels	2
ART 199P	Creative Solutions for Ceramics	2
ENVT 199	Topics in Environmental Technology	0.5-2.5
EMS 199	Topics in Emergency Medical Services	0.5- 2.5

MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include, but are not limited to, changes to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFICATIONS: Courses (effective 2014-2015 unless otherwise noted)

<u>Course Prefix</u>	<u>Course Title</u>	<u>Units</u>
AG	The agribusiness courses are being updated as part of program review.	3
AG 101	Introduction to Winemaking	3
AG 102	Introduction to Viticulture	3
AG 103	Sensory Evaluation of Wine	3
AG 104	Advanced Wine Evaluation	3
AG 120	Viticulture Operations 1	3
AG 121	Viticulture Operations 2	3
AG 122	Viticulture Operations 3	1
AG 140	Viticulture Operations 4	3
AG 141	Viticulture Operations 5	3
AG 142	Viticulture Operations 6	1
AG 307	Vineyard Irrigation	3
AG 320	Wine Tasting Room Sales	1.5
ART 381	Art Lab (Ceramics) 2 * The course is being modified to include variable units. (*This modification is to be effective 2013-2014)	0.5-4
ART 383	Art Lab (Sculpture) 2 * The course is being modified to include variable units. (*This modification is to be effective 2013-2014)	0.5-1
BIOL 154	General Botany The course outline is being updated due to changes in botanical taxonomy. The prerequisite statement has been revised: Math 331 and <u>either</u> Biology 100 or Biology 150. An update to the catalog description, clarification of course objectives, update of new edition of text, and inclusion of Student Learning Outcomes.	5
ECS/EDUC 130	Exploring Teaching The course is being modified as part of program review and to address TBA language. Modifications to course content, objectives, assignments, have been made, the grading option has been changed to Letter grade and pass/no pass, student learning outcomes have been added.	3
EDUC 140	Math and Science Teaching Careers The course is being modified as part of program review. Language clarifying the nature and intent of the lab hours is being added to the course outline, the catalog description, methods of instruction, and outside assignments have been modified.	1
ECON 101	Principles of Macro-Economics Math 311 is being added as a prerequisite to align with C-ID descriptor; the advisory language is being moved to the catalog description; textbook is being updated.	3
ECON 102	Principles of Micro-Economics Math 311 is being added as a prerequisite to align with C-ID descriptor; the	3

	advisory language is being moved to the catalog description; textbook is being updated.	
ECON/BUS 121	Business Economics The textbook is being updated and the advisory language is being moved to the catalog description.	3
ECON/BUS /GBST 141	Global Economics The textbook is being updated and the advisory language is being moved to the catalog description.	3
ENGL 101	Freshman Composition: Exposition The course is being modified to add READ 110 to the prerequisite statement: recommended placement based on the START process or satisfactory completion of ENGL 514 or <u>READ 110</u> . The textbook is also being changed.	4
ESL	The ESL courses are being modified to reflect the addition of student learning outcomes and to reflect the progression of skills in the ESL reading series. The prerequisite statements have been updated and TBA language has also been addressed.	
ESL 531	Reading Skills 1 Prerequisite: Placement based on the START process.	4
ESL 534	Reading Skills 2 Prerequisite: Placement based on START process or successful completion of ESL 531.	4
ESL 537	Reading Skills 3 Prerequisite: Placement based on the START process or successful completion of ESL 534.	4
ESL 540	Reading Skills 4 The prerequisite statement has been updated: Placement based on the START process or successful completion of ESL 537.	4
PE 145	Intercollegiate Conditioning * The course is being modified in response to the recent action related to repeatability and maximum contact hours (350) for student-athletes. The course is being top coded as intercollegiate athletics and placed in the coaching discipline, the title of the course is being changed from Varsity Conditioning and will include sport specific content; units and contact hours are being modified to variable units. (*This modification is to be effective 2013-2014)	0.5-3
NURS 310	Pharmacology The course outline is being modified to update the content and to meet course outline requirements. A limitation on enrollment statement is being added: Admittance to VN program.	3
MATH 579	Foundations of Mathematics The course is being modified to change the grading option from Pass/No Pass to Letter Grade or Pass/No Pass.	5

PHIL	The course outlines are being updated to include student learning outcomes, total contact hours, method of instruction, and update the textbooks.	
PHIL 101	Survey of Philosophy	3
PHIL 102	Existence and Reality	3
PHIL 105	Ethics	3
PHIL 112	Logic	3
PHIL 114	Critical Thinking	3
PHIL 121	Religions of the Modern World	3
PHIL 122	Exploring Religious Issues	3
POLS 101	Introduction to Political Science The course is being updated as part of program review.	3
POLS 103	American Government The course is being updated as part of program review. An advisory course is being added: Eligibility for ENGL 101	3
POLS 104	International Relations The course is being updated as part of program review. An advisory course is being added: Eligibility for ENGL 101	3
READ 110	Reading for College 4 The course is being modified as part of program review and to allow students an alternative pathway to ENGL 101. Modifications include an increase in units from 2 to 3 units; one lab hour in lieu of one homework hour.	3
SOC 101	Introduction to Sociology The course is being updated as part of program review.	3
SOC 110	Introduction to Marriage and Family The course is being updated as part of program review and to align with the C-ID descriptor. The title of the course is being changed from Personal and Family Relationships in the 21 st Century.	3
SPCH 101	Public Speaking The course is being modified to include an additional course objective to meet C-ID descriptor.	3

MODIFICATIONS: Programs

Program Title		Program Units
Certificate Drama: Design and Technical Theatre *		64.5
	The courses in the program are being replaced by the new THEA courses due to inability to repeat DRMA courses. (*This modification is to be effective 2013-2014)	
Certificate Drama: Professional Acting *		78
	The courses in the program are being replaced by the new THEA courses due to inability to repeat (*This modification is to be effective 2013-2014)	
Associate in Arts Degree Physical Education		21
	The selective list is being updated as a result of ATH 106 increasing from 3 to 4 units.	
Associate in Science Degree and Certificate CBOT Administrative Secretarial		29
	CBIS 141 is being added to the core courses; CBIS 371 is being moved from the core courses to selective units; the core units are being increased from 21 to 23 units and overall major units are being increased from 27 to 29 units; CBIS 372 and 373 are also being added to the selective units; the language to strongly recommend specific CBIS courses in the selective units is being removed.	
Associate in Science Degree and Certificate CBOT Legal Secretarial		30
	PLGL 101 is being added to the core courses; CBOT 336 is removed from the core courses; PLGL 107 is being added to selective units; the core units are being increased from 19 to 21 units and overall major units are being increased from 28 to 30 units.	

AGENCY MANDATED MODIFICATIONS

Course Prefix	Course Title	Units
LE 320	Basic Law Enforcement Training Academy *	20
	The course is being modified to increase the number hours per state mandate. The increase in hours will not affect the number of units for the course. (*This modification is to be effective 2013-2014)	
NURS 108	RN Practicum 2 *	5
	This course was modified to meet compliance as per CCR Section 14426(a), 1424(a), 1424(b)(1) related to statement of philosophy and objectives serving as a basis for its curriculum. (*This modification is to be effective 2013-2014)	

REQUEST TO DROP

Course and programs listed in this section are being dropped at the request of the department.

DROP: Courses (effective 2013-2014)

Department	Course Prefix	Course Title	Units
Life & Physical Sciences	AG 360	Advances in Viticulture	0.5
	AG 361	Advances in Enology	0.5
	AG/GIS 111	Global Positioning Systems	1
	AG/GIS 112	Fundamentals of Mapping with GIS	3
Applied Social Sciences	ECS 121	Family Child Care Business	2
	ECS 323	Infants in Family Child Care	1

DROP: Programs (effective 2013-2014)

Department	Program Title	Program Units
Life & Physical Sciences	Agribusiness: Certificate of Accomplishment Geographic Information Systems w/Agricultural Applications The courses in the program have not been offered since fall 2005 and spring 2008.	9

GENERAL EDUCATION COURSES

This section lists all courses that fulfill the requirements for AHC Graduation requirements, satisfy lower division general education requirements at any CSU or UC campus, and/or promote awareness and appreciation for underrepresented groups and ethnic minorities.

AHC General Education			Units
Area 2A	POLS 104	International Relations	3
	SOC 101	Introduction to Sociology	3
Area 5	SOC 110	Personal and Family Relationships in the 21 st Century	3
CSU General Education			
Area D8	POLS 104	International Relations	3
Area DO	SOC 101	Introduction to Sociology	3
Area E	SOC 110	Personal and Family Relationships in the 21 st Century	3
Intersegmental GE Transfer Consideration (IGETC)			
Area 4H	POLS 104	International Relations	3
Area 4J	SOC 101	Introduction to Sociology	3
	SOC 110	Personal and Family Relationships in the 21 st Century	3
AHC Multicultural/Gender Studies			
	POLS 104	International Relations	3
	SOC 101	Introduction to Sociology	3
	SOC 110	Personal and Family Relationships in the 21 st Century	3

COURSES DESIGNATED AS REPEATABLE

Only certain types of courses can be designated as repeatable. All other courses eligible for repeatability will be identified in Board Policy, per Title 5, section 55040 *District Policy for Course Repetition*.

(These courses to be effective 2013-2014)

COURSE PREFIX	COURSE TITLE	LIMITATIONS
MUS 130	Mixed Ensemble	4 semesters
MUS 132	Masterworks Chorale	4 semesters
MUS 133	Chamber Voices	4 semesters
MUS 137	Concert Chorale	4 semesters
MUS 140	Symphonic Band	4 semesters
MUS 143	Jazz Band	4 semesters
MUS 144	Jazz Improvisation	4 semesters
MUS 145	Big Band Jazz	4 semesters
MUS 146	Jazz Ensemble	4 semesters
MUS 151	Concert Band	4 semesters
PEIA	Includes all courses prefixed PEIA	None
PE 145	Intercollegiate Conditioning	None

ACTIVE PARTICIPATORY COURSES

Formerly activity courses which were designated as repeatable courses, effective in 2013, Title 5 further limits repeatability in physical education and visual/performing arts courses. Courses listed in this section represent courses that are related in content and no longer hold the designation of a repeatable course.

DISCIPLINE	GROUP NAME	COURSES RELATED IN CONTENT	LIMITATIONS
Art	Design	ART 110, 112, 113	<ul style="list-style-type: none"> • Courses are not repeatable. • Enrollment is limited to four (4) courses per group.
	Life Drawing	ART 122, 123, 137	
	Mixed Media	ART 124, 144	
	Painting	ART 125, 126, 146, 127, 128, 129, 130, 150	
	Composition Studies	ART 133, 134, 154, 131, 132	
	Ceramics	ART 160, 161, 162, 163	
	Sculpture	ART 164, 165	
	Potter's Wheel	ART 365, 366, 367,	
	Culture of Ceramics	ART 199G, 199H, 199J, 199K, 199L, 199M, 199N, 199P	
Dance	Hip Hop	DANC 133, 165	
	Folklorico	DANC 140, 142, 145, 148	
	Social Dance	DANC 172, 174, 175, 178	
	Choreography	DANC 171, 176	
	Concert Production	DANC 180, 183, 186	
	Applied Ballet Techniques	DANC 126, 154, 160, 161	
	Applied Jazz Techniques	DANC 162, 163	
	Stage Craft Production	DANC 182, 185	
	Body Conditioning	DANC 155, 156, 168	
Music	Vocal Instruction	MUS 123, 124, 127	
	Piano Instruction	MUS 120, 121, 122	
	Guitar Instruction	MUS 125, 126	

Drama	Acting Theatre	DRMA 103, 110, 111	
	Acting	DRMA 104, 106	
	Academic Theatre	DRMA 103, 110, 111	

CONSENT AGENDA ITEMS

Course Prefix	Course Title	Rationale
CHEM 180	Organic Chemistry I	The textbook has been changed.
CHEM 181	Organic Chemistry II	The textbook has been changed.
ECON/BUS/FCS 130	Consumer and Family Finance	The textbook has been updated.
PEIA Courses	100, 105, 110, 120, 125, 130, 135, 140, 145, 150, 155, 160, 165, 170, 175	A correction has been made to the discipline field in the course outline of record.
ENGL 103	Critical Thinking and Composition	A correction has been made to the wording in the catalog descriptions.
ENGL 107	Literary Arts Journal 1	
ENGL 108	Literary Arts Journal 2	
ENGL 132	Literature and Film	

MISCELLANEOUS

Item	Description
General Education Criteria	AHC/CSU/IGETC general education criteria re-affirmed
Multicultural Gender Studies	Criteria for the multicultural gender studies graduation requirement re-affirmed.
Health and Wellness Requirement	Criteria for the health and wellness graduation requirement.
Course Challenge List	Courses designated for credit by exam.
2013-14 Catalog – Miscellaneous	Catalog rights, removal of repeatability designations, assessable program outcomes/objectives

THEATRE: PROFESSIONAL ACTING (Certificate of Achievement)

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

The graduate of the certificate program in acting will:

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

A total of 78 units is required for the certificate.

COURSE NUMBER

TITLE

UNITS

Required core courses:

Semester 1

DRMA 101	Applied Professional Acting I	10
DRMA 110	History of World Theatre I	3
THEA 110	Beginning Production Lab	3
THEA 114	Beginning Performance Lab	3
THEA 103	Beginning Prof. Theatre Dance Styles	2

Semester 2

DRMA102	Applied Professional Acting II	10
DRMA 111	History of World Theatre II	3
THEA 111	Intermediate Production Lab	3
THEA 115	Intermediate Performance Lab	3
THEA 104	Intermediate Prof. Theatre Dance Styles	2

Semester 3

THEA 112	Advanced-Intermediate Production Lab	3
THEA 116	Advanced-Intermediate Performance Lab	3
DRMA 120	Advanced Applied Acting I	10
THEA 122	Intermediate-Advanced Prof. Theatre Dance Styles	2

Semester 4

THEA 113	Advanced Production Lab	3
THEA 117	Advanced Performance Lab	3
DRMA 120	Advanced Applied Acting II	10
THEA 123	Advanced Prof. Theatre Dance Styles	2

Recommended electives:

DANC 120	Beginning Ballet	2
DANC 130	Beginning Jazz	2
THEA 310	Beginning Summer Repertory Production	10
THEA 311	Intermediate Summer Repertory Production	10
THEA 312	Advanced-Intermediate Summer Repertory Production	10
THEA 313	Advanced Summer Repertory Production	10
DRMA 118	Intro to Technical Theatre Lab	1
DRMA 189	Independent Projects in Drama	1-3

THEATRE: DESIGN/TECHNICAL THEATRE (Certificate of Achievement)

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

The graduate of the certificate program in design/technical theater will:

- Demonstrate safe, effective techniques and exhibit professional behavior in support of the production and performance of a professional theatrical production.
- Exhibitor process inclusive of abstract thinking, decision-making and divergent problem-solving.
- Communicate through creative expression and playing standard theatrical vocabulary and presentational techniques.
- Display a competency in critical reading as it relates to theatrical texts.

Sixty-four and ½ units constitute the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses:		
Semester 1		
THEA 110	Beginning Production Lab	3
THEA 114	Beginning Performance Laboratory	3
THEA 305	Tools and Techniques 1	10
Semester 2		
THEA 111	Intermediate Production Lab	3
THEA 115	Intermediate Performance Laboratory	3
THEA 306	Tools and Techniques 2	10
Semester 3		
THEA 112	Advanced-Intermediate Production Lab	3
THEA 116	Advanced-Intermediate Performance Laboratory	3
THEA 307	Planning, Production, and Management 1	10
Semester 4		
THEA 113	Advanced Production Lab	3
THEA 117	Advanced Performance Laboratory	3
THEA 308	Planning, Production, and Management 2	10
Selected units:		
Drama 118	Introduction to Technical Theatre Lab	1
Drama 189	Independent Projects in Drama	1
THEA 301	Beginning Preparation for Repertory Production	1
THEA 302	Intermediate Preparation for Repertory Production	1
THEA 303	Advanced-Intermediate Preparation for Repertory Production	1
THEA 304	Advanced Preparation for Repertory Production	1
Drama 199	Topics in Theatre	.5-6
THEA 310	Beginning Summer Touring Repertory Production	10
THEA 311	Intermediate Summer Touring Repertory Production	10
THEA 312	Advanced-Intermediate Summer Touring Repertory Production	10
THEA 313	Advanced Summer Touring Repertory Production	10

STANDARDIZED PROGRAM FORMAT

The following is the standardized format to be followed in presenting the program requirements for an associate degree or certificate.

COMPUTER BUSINESS OFFICE TECHNOLOGY: ADMINISTRATIVE ASSISTANT/SECRETARIAL

Program Description:

Administrative Assistant/Secretarial is designed to prepare students for entrance into positions working with upper level management. Training includes all phases of administrative/secretarial work with emphasis on software applications such as word processing, desktop publishing, presentation graphics and records management. Business communication and administrative operations and procedures are also emphasized.

Program Learning Outcomes:

The graduate of the A.S. or certificate program in administrative assistant/secretarial will:

- Create memos and letters addressing critical thinking assignments.
- Apply proper filing rules and create an electronic database using appropriate software.
- Apply proper administrative operations and procedures for business.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

A major of 29 units is required for the associate in science degree and certificate.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>UNITS</u>
Required Core Courses (23 units):		
BUS 160	Business Communications	3
CBIS 141	Microsoft Excel – Comprehensive	3
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design-PowerPoint	3
Plus a minimum of 6 units selected from the following:		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
or		
ACCT 317	Bookkeeping	3
BUS 107	Human Relations in Business	3
CWE 149	Cooperative Work Experience: Occupational (related to CBOT Administrative Assistant/Secretarial)	1-3
CBIS 142	Microsoft Access – Comprehensive	3
CBIS 373	Intro to Windows	1
CBIS 371	Intro to Excel	1
CBIS 372	Intro to Access	1
CBOT 336	Intro to Internet Explorer	1
CBOT 362	Intro to MS Publisher	1

COMPUTER BUSINESS OFFICE TECHNOLOGY:
AS/Certificate LEGAL SECRETARIAL

Program Description:

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices and legal departments of businesses, real estate firms and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

Program Learning Outcomes:

The graduate of the A.S. or certificate program in legal secretarial will:

- Recall significant legal office terminology.
- Create forms used in the legal office.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to legal office procedures and administrative operations.
- Communicate clearly and professionally.

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

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>UNITS</u>
Required Core Courses (21 units):		
BUS 110	Business Law: Contracts and Sales	3
BUS 160	Business Communications	3
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 305	Legal Office Procedures	3
CBOT 334	Administrative Office Procedures	3
PLGL 101	Intro to Paralegal Studies	3
Plus a Minimum of 9 units selected from the following:		
ACCT 100	Accounting for Entrepreneurs	3
or		
ACCT 130	Financial Accounting	3
BUS 107	Human Relations in Business	3
CWE 149	Cooperative Work Experience: Occupational (related to CBOT Legal Secretarial)	3
CBIS 141	Microsoft Excel – Comprehensive	3
CBIS 142	Microsoft Access – Comprehensive	3
CBOT/CBIS 337	Presentation Design-PowerPoint	3
CBIS 373	Intro to Windows	1
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
CBOT 362	Intro to MS Publisher	1
PLGL 107	Ethics for Paralegals	

HEALTH AND WELLNESS GRADUATION REQUIREMENT

Statement of Purpose

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/importance of the lifelong process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, which is by far, above and beyond a state of merely being free from illness, injury, and/or disease.

This graduation requirement encompasses two distinct areas.

- Area 1 - Physical Activity (Performance Based Courses)
- Area 2 – Health Education or First Aid Safety (Lecture Based Courses)

A course submitted for this graduation requirement will be submitted for consideration for either Area 1, or Area 2.

Health and Wellness Definitions

Health: A multi-dimensional state of being, which encompasses aspects of: physical, psychological, social, intellectual, spiritual, and environmental health, that indicate more than merely being absent of illness or disease.

Wellness: A dynamic state of being that spans a continuum, and requires one to actively become aware of the decision making process that leads towards a more positive and balanced existence.

Physical Activity: Individual performance involving physical movement, action, and motion focusing on a particular set of skills, for the purpose of positively, directly elevating one's aptitude and abilities in the particular set of skills, with the intention of raising one's overall health-related level of fitness, i.e. strength, flexibility, and endurance.

Guiding Principles for Health and Wellness: Area 1 - Physical Activity

A course that satisfies the Health and Wellness requirement for Area 1 - Physical Activity **must meet at least six** of the following criteria. The emphasis in each course should be substantial and thematic rather than incidental or supplemental to a different focus.

CRITERIA Area 1 - Physical Activity (Performance Based Courses)

- | |
|--|
| 1. Identify the lifelong benefits of physical activity. |
| 2. Identify specific techniques relevant to physical activity. |
| 3. Explore the importance of physical activity in daily life. |
| 4. Increase students' knowledge and understanding of the benefits of physical activity. |
| 5. Develop an awareness of proper methods for increasing physical fitness. |
| 6. Promote critical thinking about issues relevant to physical activity. |
| 7. Identify practices of adaptation, modification, and integration leading towards better levels of physical activity. |
| 8. Recognize artistic achievements and aesthetic values of physical activity. |
| 9. Provide opportunities for students to recognize their own attitude toward physical activity. |
| 10. Encourage an understanding view of physical activity. |

Guiding Principles for Health and Wellness: Area 2 – Health Education or First Aid Safety

A course that satisfies the Health and Wellness requirement for Area 2 - Health Education or First Aid Safety **must meet at least six** of the following criteria. The emphasis in each course should be substantial and thematic rather than incidental or supplemental to a different focus.

CRITERIA Area 2 – Health Education or First Aid Safety (Lecture Based Courses)
1. Study the history or experience of health related issues.
2. Identify specific impacts one has on one's own state of health.
3. Explore the individual decision making process in daily life impacting wellness.
4. Increase students' knowledge and understanding of health and wellness.
5. Develop an awareness of health and wellness.
6. Promote critical thinking about issues relevant to health and wellness.
7. Identify theories and practices of adaptation, modification, and integration leading towards better levels of wellness.
8. Acquaint students with societal distinctions of health and wellness.
9. Provide opportunities for students to recognize their own attitude towards health and wellness.
10. Encourage an understanding of the behavior modification process.



COURSE CHALLENGE LIST

Effective 2013-2014

AG 150 – Introduction to Agribusiness
AG 152 – Introduction to Animal Science
AG 153 – Introduction to Sustainable Agriculture
AG 154 – Introduction to Fruit Science
AG 155 – Introduction to Mechanized Agriculture
AG 156 – Intro to Environmental Horticulture
AG 157 – Agricultural Sales, Communication & Leadership
AJ 101 – Intro to Criminal Justice
AJ 102 – Criminal Procedures
AJ 103 – Concepts of Criminal Law
AJ 104 – Legal Aspects of Evidence
AJ 105 – Community Relations
AJ 120 – Juvenile Law and Procedures
AJ 130 – Intro to Corrections
AT 100 – Automotive Fundamentals
CEL 104 – Introduction to Robotics & Mechatronics
CEL 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
CEL 133 – Mechatronic Systems 1
EL 104 – Introduction to Robotics & Mechatronics
EL 106 – Network Essentials 1
EL 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
EL 133 – Mechatronic Systems 1
EMS 102 – First Aid & Safety
EMS 303 – Paramedic Prep
EMS 321 – Advanced Cardiac Life Support
EMS 322 – Pediatric Advanced Life Support
EMS 333 – Paramedic Theory

EMS 350 – Essentials of Search & Rescue
ENVT 156 – First Response Operational
ET 104 – Introduction to Robotics & Mechatronics
ET 131 – Programmable Logic Controllers (PLC's) & Industrial Control Design
ET 133 – Mechatronic Systems 1
ET 381 – Industrial Mathematics
FRCH 101 – Elementary French
FT 101 – Fire Protection Organization
FT 102 – Fire Prevention Technology
FT 103 – Fire Protection Equipment & Systems
FT 104 – Building Construction/Fire Protection
FT 105 – Fire Behavior & Combustion
FT 379 – Experimental Courses in Fire Technology
GEOL 114 – Oceanography ITAL
101 – Elementary Italian MUS
110 – Music Fundamentals MUS
111 – Music Theory 1
SPAN 101 – Elementary Spanish
WLDT 106 – Beginning Welding
WT 107 – Advanced Welding
WLDT 307 – G.M.A.W. Welding
WLDT 308 – T.I.G. Welding
WLDT 330 – Welding Certification
WFT 101 – Wildland Fire Behavior
WFT 102 – Wild Fire Safety & Survival
WFT 103 – Wildland Fire Operations
WFT 104 – Wildland Public Information Officer, Prevention & Investigation
WFT 105 – Planning, Logistics and Finance