

CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, September 20, 2016

TLC) Teaching Learning Center in the LRC.

3:00 p.m.

AGENDA

PLEASE BE ON TIME...The meeting will begin **promptly** at 3:00 p.m. in the **(TLC) Teaching Learning Center in the LRC.** Your attendance is critical in helping to meet the curriculum needs of Cypress College. Remember if you are unable to attend please find an alternate representative.

Call to Order:

Mark Majarian, Chair

1. **Approval of *September 13, 2016 minutes:*** (attached)
2. **Chair Report**

Approvals –

DELETE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
WELD 040 C	2017 Fall	No longer offered
WELD 060 C	2017 Fall	No longer offered
WELD 298 C	2017 Fall	No longer offered

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 260 C Crew Leadership/ Field Supervisor Units:2 Lecture:2 Laboratory:1	* New Course * Prerequisite: none * CSU Transfer * Distance Education and Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2017 Fall	Industry specific management instruction. Work crew leaders and Field supervisors role in a field environment.
AC/R 265 C Project Management Units:3 Lecture:3 Laboratory:3	* New Course * Prerequisite: none * CSU Transfer * Distance Education and Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2017 Fall	Industry specific project coordination content to include general code and field safety requirements as related to project facilitation, NCCER industry recognized standards.

<p>AJ 140 C Criminal Investigation Units:3 Lecture:3 Laboratory:0</p>	<p>* New Course * Prerequisite: none * CSU Transfer * Distance Education and Hybrid</p>	<p>45</p>	<p>The primary mode of instruction is lecture and may include discussion and/or group learning</p>	<p>2017 Fall</p>	<p>Adding C-ID approved AJ course to address student demand and the requirements for an AJ ADT.</p>
<p>AJ 160 C Community and the Justice System Units:3 Lecture:3 Laboratory:0</p>	<p>* New Course * Prerequisite: none * UC/CSU Transfer * Cultural Diversity * Distance Education and Hybrid</p>	<p>45</p>	<p>The primary mode of instruction is lecture and may include discussion and/or group learning</p>	<p>2017 Fall</p>	<p>This course meets the C-ID descriptor for Community and the Justice System This course also meets the Associate Cultural Diversity Requirement as it covers the implications of peacekeeping among the diverse cultures in the United States. Rationale: This course examines the implications of peacekeeping among the diverse cultures in the United States. The course addresses topics of key concern to criminal justice and emergency service professionals, including cultural awareness, prejudice, bias, racial profiling, hate and bias crimes, and cross-cultural communication. It covers issues of workforce diversity such as the recruitment and retention of minorities. The course also addresses multicultural issues that relate to terrorism, homeland security and disaster preparedness. The course encourages critical thinking, discussion, and respect for people of diverse backgrounds and experiences. It explores the struggle of people to achieve rights, recognition, and poverty alleviation relative to U.S. role in protecting cultural identity in law enforcement.</p>

MAD 179 C The Film Business- Conception to Exhibition Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: none * CSU Transfer * Distance Education and Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2017 Fall	Course in the business operations of film is needed to round out the Digital Cinema program and prepare students for employment.
---	--	----	--	--------------	--

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 115 C Gas Heat Transfer Systems Units: 3 Lecture: 1.5 Laboratory: 4.5	* Outline Update * Title change * Units from 2 to 3 * Lab hours from 1.5 to 4.5 * Catalog Description Update * Schedule Description Update * Student Learning Outcomes	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils.. This course is an example of the “Campus as a living lab” concept. Students visit and come in contact with roof top machinery, combustible gases, carbon monoxide and electrical devices.	2017 Fall	AC/R 125 Boiler and Hydronic Heating course content has overlap with AC/R 115 Gas Heat and Carbon Monoxide. These two courses are being combined.
DA 068 C Chairside Assisting II Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Textbook Update * Prerequisite revalidated	24	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document.	2017 Fall	State Accreditation changes. Outline, catalog and textbook updated to better reflect course content

GEOG 100 C World Geography Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Outline and textbook updated to better reflect course content.
GEOG 100HC Honors World Geography Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2017 Fall	Program Review Outline and textbook updated to better reflect course content.
GEOL 130 C Introduction to Oceanography Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Outline and textbook updated to better reflect course content.
GEOL 131 C Introduction to Oceanography Lab Units: 1 Lecture: 0 Laboratory: 3	* Outline Update * Textbook Update * Prerequisite revalidated	25	This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2017 Fall	Program Review Outline and textbook updated to better reflect course content.
HUSR 084 C Introduction to Behavior Modification Units: .5 Lecture: .5 Laboratory: 0	* Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2017 Fall	Program Review Textbook updated to better reflect course content.
HUSR 224 C Self-Esteem Strategies Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Outline and textbook updated to better reflect course content.

HUSR 270 C Introduction to Victimology Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Outline and textbook updated to better reflect course content.
HUSR 271 C Society and Victimization Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Textbook updated to better reflect course content.
HUSR 291 C Counseling in Criminal Justice Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review Textbook updated to better reflect course content.
HUSR 294 C Careers in Criminal Justice Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * Hybrid removed * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2017 Fall	Program Review

NEW DEGREES/CERTIFICATES					
DEGREE		EFF DATE	JUSTIFICATION		
Air Conditioning/ Refrigeration	Air Conditioning & Refrigeration Project Management Certificate		2017 Fall	Industry specific crew leadership, field supervision and project management for the installation and construction of HVAC/R equipment.	
	Required Courses				
		Units			
	AC/R100 C	Principles of Thermodynamics and Heat Transfer			3
	AC/R110 C	Air Conditioning I			3
	AC/R120 C	Piping Practice,Tools and Safety			2
	AC/R215 C	Codes and Estimating for HVACR			3
	AC/R260 C	Crew Leadership/Field Supervisor			2
	AC/R265 C	Project Management			3
	AC/R055 C	Technician Customer Relations			2
CIS216 C	Microsoft Project	3			
Total Units		21			
Administration of Justice	Associate in Science Degree in Administration of Justice for Transfer AS-T		2017 Fall	To provide students completing the AJ courses with the opportunity for a transfer degree.	
	Required Core Courses are listed in suggested sequence:				
		Units			
	AJ110 C	Introduction to Criminal Justice			3
	AJ120 C	Concepts of Criminal Law			3
	List A (6 units)				
		Units			
	AJ140 C	Criminal Investigation			3
	AJ160 C	Community and the Justice System			3
	List B: Select two (6 units):				
		Units			
	PSY101 C	Introduction to Psychology			3
	PSY101HC	Honors Intro to Psychology			3
	SOC101 C	Introduction to Sociology			3
	SOC101HC	Honors Introduction to Sociology			3
	SOC102 C	Social Problems			3
	MATH120 C	Introduction to Probability and Statistics			4
	PSY161 C	Probability and Statistics-Social Sciences			4
	PSY161HC	Honors Probability and Statistics-Soc Sci			4
	SOC161 C	Probability and Statistics-Social Sciences			4
SOC161HC	Honors Probability and Statistics-Social Sciences	4			
CIS111 C	Computer Information Systems	3			
PHIL170 C	Logic and Critical Thinking	3			
PHIL172 C	Critical Thinking and Writing	3			
Total Units		18			

Aviation and Travel Careers	Career Technical Education Associate in Science Degree with Area of Emphasis: Aviation	2017 Fall	The CTE AS degree with Area of Emphasis provides students wishing to transfer to a CSU or UC with the ability to transfer with 60 units and still earn a degree with an emphasis in their field of study. Currently CTE students must take extra classes to meet the associate degree requirements and still transfer.																																																																																										
Required Core Classes (6 units):																																																																																													
<table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC270 C</td> <td>Airline Operations</td> <td>3</td> </tr> </tbody> </table>						Units	ATC102 C	Career Communication/Portfolio	3	ATC270 C	Airline Operations	3																																																																																	
		Units																																																																																											
ATC102 C	Career Communication/Portfolio	3																																																																																											
ATC270 C	Airline Operations	3																																																																																											
Students must complete 15-17 units from the list below:																																																																																													
<table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>ATC101 C</td><td>Introduction to Travel Careers</td><td>3</td></tr> <tr><td>ATC112 C</td><td>Homeland Security</td><td>3</td></tr> <tr><td>ATC116 C</td><td>Aviation/Transportation Security</td><td>3</td></tr> <tr><td>ATC123 C</td><td>Travel Sales and Tour Operations</td><td>3</td></tr> <tr><td>ATC132 C</td><td>Private Pilot</td><td>4</td></tr> <tr><td>ATC136 C</td><td>Air Navigation</td><td>3</td></tr> <tr><td>ATC140 C</td><td>Meteorology</td><td>3</td></tr> <tr><td>ATC174 C</td><td>Destinations: Americas/Europe</td><td>3</td></tr> <tr><td>ATC175 C</td><td>Destinations: Africa/Pacific</td><td>3</td></tr> <tr><td>ATC183 C</td><td>Customer Care: Airline/Travel</td><td>3</td></tr> <tr><td>ATC189 C</td><td>Flight Training Device - Introduction</td><td>0.5</td></tr> <tr><td>ATC196 C</td><td>Flight Simulator Private Pilot</td><td>1</td></tr> <tr><td>ATC197 C</td><td>Flight Simulator Instrument</td><td>1</td></tr> <tr><td>ATC198 C</td><td>Flight Simulator Commercial</td><td>1</td></tr> <tr><td>ATC199 C</td><td>Flight Simulator Instructor</td><td>1</td></tr> <tr><td>ATC210 C</td><td>Cabin Safety Simulation</td><td>0.5</td></tr> <tr><td>ATC212 C</td><td>Airline/Aviation Management</td><td>3</td></tr> <tr><td>ATC220 C</td><td>Advanced Air Navigation</td><td>2</td></tr> <tr><td>ATC232 C</td><td>Instrument Rating</td><td>3</td></tr> <tr><td>ATC236 C</td><td>Aerodynamics</td><td>3</td></tr> <tr><td>ATC240 C</td><td>Commercial Pilot Seminar</td><td>3</td></tr> <tr><td>ATC244 C</td><td>Aviation Instructor</td><td>3</td></tr> <tr><td>ATC250 C</td><td>Turbine Simulator Observation</td><td>0.5</td></tr> <tr><td>ATC256 C</td><td>Crew Resource Management</td><td>3</td></tr> <tr><td>ATC271 C</td><td>Airport Operations</td><td>3</td></tr> <tr><td>ATC274 C</td><td>Passenger Services and Safety</td><td>3</td></tr> <tr><td>ATC295 C</td><td>Aviation/Travel Internship</td><td>3</td></tr> <tr><td>ATC299 C</td><td>Independent Study</td><td>0.5 - 2</td></tr> <tr><td colspan="2">Total Units</td><td>60</td></tr> </tbody> </table>						Units	ATC101 C	Introduction to Travel Careers	3	ATC112 C	Homeland Security	3	ATC116 C	Aviation/Transportation Security	3	ATC123 C	Travel Sales and Tour Operations	3	ATC132 C	Private Pilot	4	ATC136 C	Air Navigation	3	ATC140 C	Meteorology	3	ATC174 C	Destinations: Americas/Europe	3	ATC175 C	Destinations: Africa/Pacific	3	ATC183 C	Customer Care: Airline/Travel	3	ATC189 C	Flight Training Device - Introduction	0.5	ATC196 C	Flight Simulator Private Pilot	1	ATC197 C	Flight Simulator Instrument	1	ATC198 C	Flight Simulator Commercial	1	ATC199 C	Flight Simulator Instructor	1	ATC210 C	Cabin Safety Simulation	0.5	ATC212 C	Airline/Aviation Management	3	ATC220 C	Advanced Air Navigation	2	ATC232 C	Instrument Rating	3	ATC236 C	Aerodynamics	3	ATC240 C	Commercial Pilot Seminar	3	ATC244 C	Aviation Instructor	3	ATC250 C	Turbine Simulator Observation	0.5	ATC256 C	Crew Resource Management	3	ATC271 C	Airport Operations	3	ATC274 C	Passenger Services and Safety	3	ATC295 C	Aviation/Travel Internship	3	ATC299 C	Independent Study	0.5 - 2	Total Units		60
		Units																																																																																											
ATC101 C	Introduction to Travel Careers	3																																																																																											
ATC112 C	Homeland Security	3																																																																																											
ATC116 C	Aviation/Transportation Security	3																																																																																											
ATC123 C	Travel Sales and Tour Operations	3																																																																																											
ATC132 C	Private Pilot	4																																																																																											
ATC136 C	Air Navigation	3																																																																																											
ATC140 C	Meteorology	3																																																																																											
ATC174 C	Destinations: Americas/Europe	3																																																																																											
ATC175 C	Destinations: Africa/Pacific	3																																																																																											
ATC183 C	Customer Care: Airline/Travel	3																																																																																											
ATC189 C	Flight Training Device - Introduction	0.5																																																																																											
ATC196 C	Flight Simulator Private Pilot	1																																																																																											
ATC197 C	Flight Simulator Instrument	1																																																																																											
ATC198 C	Flight Simulator Commercial	1																																																																																											
ATC199 C	Flight Simulator Instructor	1																																																																																											
ATC210 C	Cabin Safety Simulation	0.5																																																																																											
ATC212 C	Airline/Aviation Management	3																																																																																											
ATC220 C	Advanced Air Navigation	2																																																																																											
ATC232 C	Instrument Rating	3																																																																																											
ATC236 C	Aerodynamics	3																																																																																											
ATC240 C	Commercial Pilot Seminar	3																																																																																											
ATC244 C	Aviation Instructor	3																																																																																											
ATC250 C	Turbine Simulator Observation	0.5																																																																																											
ATC256 C	Crew Resource Management	3																																																																																											
ATC271 C	Airport Operations	3																																																																																											
ATC274 C	Passenger Services and Safety	3																																																																																											
ATC295 C	Aviation/Travel Internship	3																																																																																											
ATC299 C	Independent Study	0.5 - 2																																																																																											
Total Units		60																																																																																											

Aviation and Travel Careers	<p>Career Technical Education Associate in Science Degree with Area of Emphasis: Homeland Security</p> <p>Required Core Classes (6 units):</p> <table border="1" data-bbox="431 289 1125 428"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td>3</td> </tr> </tbody> </table> <p>Students must complete 15-17 units from the list below:</p> <table border="1" data-bbox="431 537 1125 842"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC116 C</td> <td>Aviation/Transportation Security</td> <td>3</td> </tr> <tr> <td>ATC118 C</td> <td>Disaster Preparedness and Response</td> <td>3</td> </tr> <tr> <td>ATC182 C</td> <td>Cultural Tourism</td> <td>3</td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td>3</td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services and Safety</td> <td>3</td> </tr> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td>3</td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>60</td> </tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC112 C	Homeland Security	3			Units	ATC116 C	Aviation/Transportation Security	3	ATC118 C	Disaster Preparedness and Response	3	ATC182 C	Cultural Tourism	3	ATC256 C	Crew Resource Management	3	ATC274 C	Passenger Services and Safety	3	AJ110 C	Introduction to Criminal Justice	3	AJ120 C	Concepts of Criminal Law	3	Total Units		60	2017 Fall	The CTE AS degree with Area of Emphasis provides students wishing to transfer to a CSU or UC with the ability to transfer with 60 units and still earn a degree with an emphasis in their field of study. Currently CTE students must take extra classes to meet the associate degree requirements and still transfer.																		
		Units																																																							
ATC102 C	Career Communication/Portfolio	3																																																							
ATC112 C	Homeland Security	3																																																							
		Units																																																							
ATC116 C	Aviation/Transportation Security	3																																																							
ATC118 C	Disaster Preparedness and Response	3																																																							
ATC182 C	Cultural Tourism	3																																																							
ATC256 C	Crew Resource Management	3																																																							
ATC274 C	Passenger Services and Safety	3																																																							
AJ110 C	Introduction to Criminal Justice	3																																																							
AJ120 C	Concepts of Criminal Law	3																																																							
Total Units		60																																																							
Aviation and Travel Careers	<p>Career Technical Education Associate in Science Degree with Area of Emphasis: Tourism</p> <p>Required Core Classes (6 units):</p> <table border="1" data-bbox="431 1020 1125 1125"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC123 C</td> <td>Travel Sales and Tour Operations</td> <td>3</td> </tr> </tbody> </table> <p>Students must complete 15-17 units from the list below:</p> <table border="1" data-bbox="431 1163 1125 1663"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC101 C</td> <td>Introduction to Travel Careers</td> <td>3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td>3</td> </tr> <tr> <td>ATC126 C</td> <td>Travel Management</td> <td>3</td> </tr> <tr> <td>ATC174 C</td> <td>Destinations: Americas/Europe</td> <td>3</td> </tr> <tr> <td>ATC175 C</td> <td>Destinations: Africa/Pacific</td> <td>3</td> </tr> <tr> <td>ATC180 C</td> <td>Tourism and Conference Management</td> <td>3</td> </tr> <tr> <td>ATC182 C</td> <td>Cultural Tourism</td> <td>3</td> </tr> <tr> <td>ATC183 C</td> <td>Customer Care: Airline/Travel</td> <td>3</td> </tr> <tr> <td>ATC192 C</td> <td>Airline Reservations: SABRE</td> <td>3</td> </tr> <tr> <td>ATC212 C</td> <td>Airline/Aviation Management</td> <td>3</td> </tr> <tr> <td>ATC278 C</td> <td>Public Relations</td> <td>3</td> </tr> <tr> <td>ATC295 C</td> <td>Aviation/Travel Internship</td> <td>3</td> </tr> <tr> <td>ATC299 C</td> <td>Independent Study</td> <td>0.5 - 2</td> </tr> <tr> <td>Total Units</td> <td></td> <td>60</td> </tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC123 C	Travel Sales and Tour Operations	3			Units	ATC101 C	Introduction to Travel Careers	3	ATC112 C	Homeland Security	3	ATC126 C	Travel Management	3	ATC174 C	Destinations: Americas/Europe	3	ATC175 C	Destinations: Africa/Pacific	3	ATC180 C	Tourism and Conference Management	3	ATC182 C	Cultural Tourism	3	ATC183 C	Customer Care: Airline/Travel	3	ATC192 C	Airline Reservations: SABRE	3	ATC212 C	Airline/Aviation Management	3	ATC278 C	Public Relations	3	ATC295 C	Aviation/Travel Internship	3	ATC299 C	Independent Study	0.5 - 2	Total Units		60	2017 Fall	The CTE AS degree with Area of Emphasis provides students wishing to transfer to a CSU or UC with the ability to transfer with 60 units and still earn a degree with an emphasis in their field of study. Currently CTE students must take extra classes to meet the associate degree requirements and still transfer.
		Units																																																							
ATC102 C	Career Communication/Portfolio	3																																																							
ATC123 C	Travel Sales and Tour Operations	3																																																							
		Units																																																							
ATC101 C	Introduction to Travel Careers	3																																																							
ATC112 C	Homeland Security	3																																																							
ATC126 C	Travel Management	3																																																							
ATC174 C	Destinations: Americas/Europe	3																																																							
ATC175 C	Destinations: Africa/Pacific	3																																																							
ATC180 C	Tourism and Conference Management	3																																																							
ATC182 C	Cultural Tourism	3																																																							
ATC183 C	Customer Care: Airline/Travel	3																																																							
ATC192 C	Airline Reservations: SABRE	3																																																							
ATC212 C	Airline/Aviation Management	3																																																							
ATC278 C	Public Relations	3																																																							
ATC295 C	Aviation/Travel Internship	3																																																							
ATC299 C	Independent Study	0.5 - 2																																																							
Total Units		60																																																							

Computer Information Systems	<p>Business Information Worker Certificate Required Courses Are Listed In Suggested Sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS101 C</td> <td>Introduction MS Word/Doc Formatting</td> <td>4</td> </tr> <tr> <td>CIS107 C</td> <td>Introduction to Windows</td> <td>2</td> </tr> <tr> <td>CIS250 C</td> <td>Word Processing</td> <td>2</td> </tr> <tr> <td>CIS132 C</td> <td>Spreadsheet-Excel for Windows</td> <td>3</td> </tr> <tr> <td>CIS116 C</td> <td>MS Outlook/Office Procedures</td> <td>3</td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>MGT111 C</td> <td>Business Communications</td> <td>3</td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>23</td> </tr> </tbody> </table>			Units	CIS101 C	Introduction MS Word/Doc Formatting	4	CIS107 C	Introduction to Windows	2	CIS250 C	Word Processing	2	CIS132 C	Spreadsheet-Excel for Windows	3	CIS116 C	MS Outlook/Office Procedures	3	CIS111 C	Computer Information Systems	3	MGT111 C	Business Communications	3	MGT266 C	Human Relations in Business	3	Total Units		23	2017 Fall	This certificate will be part of the Los Angeles/Orange County Regional Consortium for the Business Information Worker (BIW).																																							
		Units																																																																						
CIS101 C	Introduction MS Word/Doc Formatting	4																																																																						
CIS107 C	Introduction to Windows	2																																																																						
CIS250 C	Word Processing	2																																																																						
CIS132 C	Spreadsheet-Excel for Windows	3																																																																						
CIS116 C	MS Outlook/Office Procedures	3																																																																						
CIS111 C	Computer Information Systems	3																																																																						
MGT111 C	Business Communications	3																																																																						
MGT266 C	Human Relations in Business	3																																																																						
Total Units		23																																																																						
Court Reporting	<p>Pre-Law Certificate Required Courses are listed in suggested sequence.</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP071 C</td> <td>Legal Terminology and Rhetoric</td> <td>3</td> </tr> <tr> <td>CTRP072 C</td> <td>Legal Procedures</td> <td>4</td> </tr> <tr> <td>CTRP076 C</td> <td>Court & Deposition Procedures</td> <td>1.5 - 3</td> </tr> <tr> <td>CTRP080 C</td> <td>Internship: Law Office</td> <td>2</td> </tr> <tr> <td>MGT055 C</td> <td>Business English</td> <td>3</td> </tr> <tr> <td>MGT111 C</td> <td>Business Communications</td> <td>3</td> </tr> <tr> <td>MGT141 C</td> <td>Personal Law</td> <td>3</td> </tr> <tr> <td>MGT143 C</td> <td>Introduction to Legal Research</td> <td>1</td> </tr> <tr> <td>MGT240 C</td> <td>Legal Environment of Business</td> <td>3</td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>26.5 - 28</td> </tr> </tbody> </table>			Units	CTRP071 C	Legal Terminology and Rhetoric	3	CTRP072 C	Legal Procedures	4	CTRP076 C	Court & Deposition Procedures	1.5 - 3	CTRP080 C	Internship: Law Office	2	MGT055 C	Business English	3	MGT111 C	Business Communications	3	MGT141 C	Personal Law	3	MGT143 C	Introduction to Legal Research	1	MGT240 C	Legal Environment of Business	3	CIS111 C	Computer Information Systems	3	Total Units		26.5 - 28	2017 Fall	There is a need in the legal field for a basic introduction in law for students interested in transferring to programs offering advanced courses of study in paralegal or law.																																	
		Units																																																																						
CTRP071 C	Legal Terminology and Rhetoric	3																																																																						
CTRP072 C	Legal Procedures	4																																																																						
CTRP076 C	Court & Deposition Procedures	1.5 - 3																																																																						
CTRP080 C	Internship: Law Office	2																																																																						
MGT055 C	Business English	3																																																																						
MGT111 C	Business Communications	3																																																																						
MGT141 C	Personal Law	3																																																																						
MGT143 C	Introduction to Legal Research	1																																																																						
MGT240 C	Legal Environment of Business	3																																																																						
CIS111 C	Computer Information Systems	3																																																																						
Total Units		26.5 - 28																																																																						
Theatre Arts	<p>Associate in Arts Degree Theater Arts Production Required nine (9) units from the following Theater courses.</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>THEA100 C</td> <td>Introduction to the Theater</td> <td>3</td> </tr> <tr> <td>THEA101 C</td> <td>Play Analysis</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA102 C</td> <td>World Theater History I</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA107 C</td> <td>Diversity in American Theater</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA107HC</td> <td>Honors Diversity in Am Theater</td> <td>3</td> </tr> <tr> <td>THEA120 C</td> <td>Acting I</td> <td>3</td> </tr> <tr> <td colspan="3">Select 8-9 units from the following design classes according to emphasis:</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>THEA140 C</td> <td>Introduction to Theater Design</td> <td>3</td> </tr> <tr> <td>THEA143 C</td> <td>Stagecraft</td> <td>3</td> </tr> <tr> <td>THEA142 C</td> <td>Theater Sound and Recording</td> <td>2</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA144 C</td> <td>Lighting Design Fundamentals</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA145 C</td> <td>Fundamentals of Costume Design</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA146 C</td> <td>Scene Painting</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>THEA147 C</td> <td>Stage Makeup</td> <td>3</td> </tr> </tbody> </table>			Units	THEA100 C	Introduction to the Theater	3	THEA101 C	Play Analysis	3	or			THEA102 C	World Theater History I	3	or			THEA107 C	Diversity in American Theater	3	or			THEA107HC	Honors Diversity in Am Theater	3	THEA120 C	Acting I	3	Select 8-9 units from the following design classes according to emphasis:					Units	THEA140 C	Introduction to Theater Design	3	THEA143 C	Stagecraft	3	THEA142 C	Theater Sound and Recording	2	or			THEA144 C	Lighting Design Fundamentals	3	or			THEA145 C	Fundamentals of Costume Design	3	or			THEA146 C	Scene Painting	3	or			THEA147 C	Stage Makeup	3	2017 Fall	New Degree to differentiate theater course offerings for those theater students seeking a performance degree versus those theater students pursuing a production/design emphasis.
		Units																																																																						
THEA100 C	Introduction to the Theater	3																																																																						
THEA101 C	Play Analysis	3																																																																						
or																																																																								
THEA102 C	World Theater History I	3																																																																						
or																																																																								
THEA107 C	Diversity in American Theater	3																																																																						
or																																																																								
THEA107HC	Honors Diversity in Am Theater	3																																																																						
THEA120 C	Acting I	3																																																																						
Select 8-9 units from the following design classes according to emphasis:																																																																								
		Units																																																																						
THEA140 C	Introduction to Theater Design	3																																																																						
THEA143 C	Stagecraft	3																																																																						
THEA142 C	Theater Sound and Recording	2																																																																						
or																																																																								
THEA144 C	Lighting Design Fundamentals	3																																																																						
or																																																																								
THEA145 C	Fundamentals of Costume Design	3																																																																						
or																																																																								
THEA146 C	Scene Painting	3																																																																						
or																																																																								
THEA147 C	Stage Makeup	3																																																																						

Select three (3) units from the following production classes according to emphasis:		
		Units
THEA149 C	Stage Crew I- Running	1 - 2
THEA150 C	StageCrew II-Production Preparation	1 - 2
THEA151 C	Stage Crew III- Costume/Makeup	1 - 2
	or	
THEA152 C	StageCrew IV- House/Box Office	1 - 2
Select 2-3 units from the following theater classes according to emphasis.		
Recommended for all theater students:		
		Units
THEA102 C	World Theater History I	3
THEA107 C	Diversity in American Theater	3
THEA107HC	Honors Diversity in Am Theater	3
THEA108 C	Stage and Screenwriting	3
Recommended for production and design:		
		Units
THEA130 C	Acting Workshop	2 - 3
THEA132 C	Musical Theater Performance I	2 - 3
THEA133 C	Rehearsal Performance I	2 - 3
THEA151 C	Stage Crew III- Costume/Makeup	1 - 2
THEA152 C	StageCrew IV- House/Box Office	1 - 2
THEA225 C	Directing for the Theater	3
THEA235 C	Experimental Theater	2
THEA247 C	Prosthetic Makeup	3
Total Units		22 - 24

REVISED DEGREES/CERTIFICATES																																																			
DEGREE		EFF DATE	JUSTIFICATION																																																
Theatre Arts	<p>Associate in Arts Degree Theater Arts Performance</p> <p>Six (6) units from the following Theater courses required. Required courses are listed in suggested sequence:</p> <table border="1"> <tr> <td></td> <td></td> <td>Units</td> </tr> <tr> <td>THEA100 C</td> <td>Introduction to the Theater</td> <td>3</td> </tr> <tr> <td>THEA102 C</td> <td>World Theater History I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA107 C</td> <td>Diversity in American Theater</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA107HC</td> <td>Honors Diversity in Am Theater</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA101 C</td> <td>Play Analysis</td> <td>3</td> </tr> </table> <p>Select eleven to twelve (11-12) units from the following technique classes according to emphasis.</p> <table border="1"> <tr> <td></td> <td></td> <td>Units</td> </tr> <tr> <td>THEA120 C</td> <td>Acting I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA126 C</td> <td>Musical Theater Techniques I</td> <td>3</td> </tr> <tr> <td>THEA121 C</td> <td>Dynamic Movement for the Stage</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA129 C</td> <td>Voice and Diction</td> <td>3</td> </tr> </table>			Units	THEA100 C	Introduction to the Theater	3	THEA102 C	World Theater History I	3		or		THEA107 C	Diversity in American Theater	3		or		THEA107HC	Honors Diversity in Am Theater	3		or		THEA101 C	Play Analysis	3			Units	THEA120 C	Acting I	3		or		THEA126 C	Musical Theater Techniques I	3	THEA121 C	Dynamic Movement for the Stage	2		or		THEA129 C	Voice and Diction	3	2017 Fall	<p>Revision to differentiate theater course offerings for those theater students seeking a performance degree versus those theater students pursuing a production/design emphasis.</p> <p>Total units from 29-30 to 22-24</p>
		Units																																																	
THEA100 C	Introduction to the Theater	3																																																	
THEA102 C	World Theater History I	3																																																	
	or																																																		
THEA107 C	Diversity in American Theater	3																																																	
	or																																																		
THEA107HC	Honors Diversity in Am Theater	3																																																	
	or																																																		
THEA101 C	Play Analysis	3																																																	
		Units																																																	
THEA120 C	Acting I	3																																																	
	or																																																		
THEA126 C	Musical Theater Techniques I	3																																																	
THEA121 C	Dynamic Movement for the Stage	2																																																	
	or																																																		
THEA129 C	Voice and Diction	3																																																	

THEA124 C	Acting II	3
	or	
THEA127 C	Musical Theater Techniques II	3
THEA125 C	Acting III	3
	or	
THEA226 C	Musical Theater Techniques III	3
Select three (3) units from the following design classes:		
		Units
THEA140 C	Introduction to Theater Design	3
	or	
THEA143 C	Stagecraft	3
	or	
THEA144 C	Lighting Design Fundamentals	3
	or	
THEA145 C	Fundamentals of Costume Design	3
	or	
THEA147 C	Stage Makeup	3
Select 2-3 units from the following categories of theater classes according to emphasis.		
Recommended for all theater arts students:		
		Units
THEA107 C	Diversity in American Theater	3
	or	
THEA107HC	Honors Diversity in Am Theater	3
THEA102 C	World Theater History I	3
THEA108 C	Stage and Screenwriting	3
THEA225 C	Directing for the Theater	3
Recommended for acting students according to emphasis:		
		Units
THEA121 C	Dynamic Movement for the Stage	2
THEA128 C	Acting for the Camera	2
THEA129 C	Voice and Diction	3
THEA220 C	Acting IV	3
THEA227 C	Musical Theater Techniques IV	3
Recommended for performance:		
		Units
THEA130 C	Acting Workshop	2 - 3
THEA132 C	Musical Theater Performance I	2 - 3
THEA133 C	Rehearsal Performance I	2 - 3
THEA149 C	Stage Crew I- Running	1 - 2
THEA150 C	StageCrew II-Production Preparation	1 - 2
THEA151 C	Stage Crew III- Costume/Makeup	1 - 2
THEA152 C	StageCrew IV- House/Box Office	1 - 2
THEA232 C	Musical Theater Performance III	2 - 3
THEA233 C	Musical Theater Performance IV	2 - 3
THEA234 C	Rehearsal Performance III	2 - 3
THEA235 C	Experimental Theater	2
THEA236 C	Summer Theater Workshop I	1 - 2
THEA237 C	Summer Theater Workshop II	1 - 2
THEA238 C	Rehearsal and Performance IV	2 - 3
Total Units		22 - 24

DELETE DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Air Conditioning/ Refrigeration	Green Air Conditioning Certificate	2017 Fall	Topics moving to the Energy Sustainable Technologies (EST) program.
Air Conditioning/ Refrigeration	Green Refrigeration Certificate	2017 Fall	Topics moving to the Energy Sustainable Technologies (EST) program.