

A. NAME OF AGENDA ITEM

Consideration and approval of new or revised courses and programs.

B. STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose:

Sections 55002, 55130, and 55150 of Title 5 requires the local district governing board approve degree-applicable credit courses, nondegree-applicable credit courses, noncredit courses, community services offerings, and credit and noncredit programs.

The following curriculum changes are proposed for the San Diego Community College District for City College, Mesa College, Miramar College, or Continuing Education:

Administration of Justice

Adoption of one course deactivation at Miramar College. **(Attachment A)**

Architecture

Adoption of three new courses at Mesa College. **(Attachment B)**

Aviation Maintenance Technology

Adoption of a course deactivation at Miramar College. **(Attachment C)**

Clothing and Textiles

Adoption of two new courses at Continuing Education. **(Attachment D)**

Administration of Justice

Adoption of a program deactivation at Miramar College. **(Attachment E)**

Clothing and Textiles

Adoption of a new program at Continuing Education. **(Attachment F)**

Office Systems

Adoption of two new programs at Continuing Education. **(Attachment G)**

2. Cost and Funding:

There is no additional cost to the District.

C. PROPOSAL

The Board of Trustees hereby grants authority to take the action outlined in Part A.

ACTION

Adoption of a course deactivation at Miramar College.

Proposed course deactivation at Miramar College:

**190 Legal Aspects of Corrections**

**48 - 54 hours lecture, 3 units  
Grade Only**

*Advisory:* English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

This course covers the historical framework, concepts, and precedents that guide correctional practice. Topics include the corrections environment, prisoners' civil rights, and responsibilities and liabilities of corrections staff. This course is intended for current or prospective correctional officers. (FT)  
Associate Degree Credit & transfer to CSU.

ACTION

Adoption of three new courses at Mesa College.

Proposed new courses at Mesa College:

**115 Architectural Model Making**  
**96 - 108 hours lab, 2 units**  
**Grade Only**

*Advisory:* English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5; Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30.

The emphasis of this class is shop safety and hands-on model construction. Appropriate tool and materials selection and tool operation (with emphasis on power tools) are covered. The course is intended for architectural and interior design students. (FT) Associate Degree Credit & transfer to CSU.

**173 Environmental Design: Urban and Community Site Design**  
**32 - 36 hours lecture, 96 - 108 hours lab, 4 units**  
**Grade Only**

*Prerequisite:* Architecture 100 and Architecture 170, each with a grade of "C" or better, or equivalent. This course is a study of the basic principles of design, composition and design process in the creation of urban and community spaces. This course is designed for any student interested in environmental design. (FT) Associate Degree Credit & transfer to CSU.

**141 Architectural Construction Documents**  
**24 - 27 hours lecture, 120 - 135 hours lab, 4 units**  
**Grade Only**

*Prerequisite:* Architecture 100 with a grade of "C" or better, or equivalent.

*Corequisite:* Completion of or concurrent enrollment in Architecture 130 with a grade of "C" or better, or equivalent.

This course presents methods of construction and drafting practices as applied to architectural construction documents. Students apply reference materials and building codes to develop architectural construction documents that include Foundation Plans and details, Floor Framing Plan and details, Roof Framing Plans and details, and Reflected Ceiling Plans and details. Fireplace, door, window, cabinet, and wood stair details for light wood frame and masonry structures are also included. This course is designed for architecture, interior design and building construction\par technology students. (FT) Associate Degree Credit & transfer to CSU.

ACTION

Adoption of a course deactivation at Miramar College.

Proposed course deactivation at Miramar College:

**52 Survey of Aviation Industry**

**16 - 18 hours lecture, 24 - 27 hours lab, 1.5 units**

**Letter Grade or Pass/No Pass Option**

*Advisory:* English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5; Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30.

This course introduces students to the aviation and aerospace industry and provides them with fundamental knowledge for further study in the field. Topics include the evolution, history, and structure of the aviation and aerospace industry as well as the rules and regulations governing aviation operations. Students review the current state of the industry, future directions in the field, and career options and training requirements. The course also provides students with a hands-on introduction to basic aviation maintenance skills. This course is intended for students interested in the aviation and aerospace industry. (FT) Associate Degree Credit only and not Transferable.

ACTION

Adoption of two new courses at Continuing Education.

Proposed new courses at Continuing Education:

**670 INTRO TO FASHION INDUSTRY**

This course introduces students to the fashion industry and its employment opportunities. Students will learn about the fashion industry past and present, fashion retail segments and career opportunities. Topics include industry terminology, history from couture to ready-to-wear, major fashion industries, employability skills, and soft skills for the work environment. (FT)

**671 FASHION RETAIL BASICS**

Advisory: Completion of Introduction to Fashion Industry or entry level experience in the fashion retail industry.

This course prepares students for entry-level employment in the fashion retail industry. Topics include sales techniques and customer service, types of fashion retailers, product identification and consumer behavior. Students will learn the importance of soft skills in the work environment, the characteristics of a successful sales associate and national retail certification opportunities. (FT)

ACTION

Adoption of a program deactivation at Miramar College.

Proposed program deactivation at Miramar College:

**Certificate of Achievement  
Correctional Training for Deputy  
Sheriffs**

<b>Courses Required for the Major:</b>	<b>Units</b>
ADJU 190 Legal Aspects of Corrections .....	3
ADJU 381 POST Certified Regional Academy Module 1 .....	15
ADJU 382 POST Certified Regional Academy Module 2 .....	4.5
ADJU 383 P.O.S.T. Certified Regional Academy Module 3 .....	2
ADJU 384 P.O.S.T. Certified Regional Academy Module 4 .....	4

**Total Units=28.5**

## Clothing and Textiles

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

### Certificate of Completion Fashion Retail Business Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Fashion Retail Business program area was 83,330 in the 2015-2022 employment years. Approximately 4,380 new job openings are projected through 2016-2022.
- B. Duplication<sup>2</sup>: Palomar College and San Diego Mesa College.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 50 for the 2016-2017 year in the new program area.

1. Labor Market Information; Employment Development Department, California.
2. Web; Institution's Class Schedules and Catalogs.
3. Current Enrollment Data and Program Chair Career Technical Education, Continuing Education.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Fashion Retail Business Program**

The Fashion Retail Business Program provides the theory and hands-on training for entry-level positions in the fashion retail profession. The program provides an overview of the fashion industry, fashion industry terminology, industry history, careers, entrepreneurship, employability skills product identification, consumer behavior, sales, customer service and soft skills. Topics include segments of the fashion industry, following fashion trends, fashion retailers, global impact of fashion retail industry, consumer demographics, retail sales techniques, ethics in sales and solving customer service issues. The program also covers how to obtain employment in the fashion retail industry. Students who successfully complete the program can use the skills learned in a variety of fashion jobs including retail sales associate and customer service representative. It also prepares students for national retail certification assessments. This program serves as a foundation for additional training in advanced

retail sales/management certificate programs and an associate degree in Fashion Merchandising at a community college.

#### **The following courses must be taken to complete the program:**

CLTX 670 Intro to Fashion Industry  
CLTX 671 Fashion Retail Basics

## Office Systems

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

### Certificate of Completion Office Assistant I Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Office Assistant I program area was 21,247 in the 2015 employment year. Approximately 7,791 new job openings are projected through 2015-2022.
- B. Duplication<sup>2</sup>: City College, Cuyamaca College, MiraCosta College, and Southwestern College.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 50 for the 2016-2017 year in the new program area.

1. Labor Market Information; Employment Development Department, California.
2. Web; Institution's Class Schedules and Catalogs.
3. Current Enrollment Data and Program Chair Career Technical Education, Continuing Education.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Office Assistant I Program**

The Office Assistant I Program is designed to provide students with the knowledge and skills needed to perform various office duties. The program provides students with keyboarding skills, the ability to compose and edit business correspondence, organize meetings and manage paper/digital records. The program courses provide instruction in setting up and operating a desktop computer system, installing/removing software, trouble shooting Microsoft Windows problems and creating a database. Students who successfully complete the program can use the skills learned in a variety of industries as customer service representatives, order processors, receptionists, information clerks and general office support. This program serves as a foundation for additional training in more advanced office systems.

#### **The following courses must be taken to complete the program:**

OFSY 541 Keyboarding Multilevel  
OFSY 555 Microcomputer Basics  
OFSY 596 Word Processing: Beginning  
OFSY 560 Office Skills Laboratory  
OFSY 527 Microsoft Windows Operating System



## Office Systems

Pursuant to Section 78016 of the Education Code, the following is a program review summary:

### Certificate of Completion Office Assistant II Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Office Assistant I program area was 21,247 in the 2015 employment year. Approximately 7,791 new job openings are projected through 2015-2022.
- B. Duplication<sup>2</sup>: City College, Cuyamaca College, MiraCosta College, and Southwestern College.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 50 for the 2016-2017 year in the new program area.

1. Labor Market Information; Employment Development Department, California.
2. Web; Institution's Class Schedules and Catalogs.
3. Current Enrollment Data and Program Chair Career Technical Education, Continuing Education.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Office Assistant II Program**

The Office Assistant II Program is designed to prepare students for mid-level positions in various office settings. The program will provide students with the skills to deliver presentations, maintain a workweek calendar, design spreadsheets, gather and organize data, and calculate invoices, time cards and payroll deductions. The program courses provide instruction in professional document creation, digital and face-to-face communications, using the latest web tools for research, purchasing or promoting a business. Students who successfully complete the program can use the skills learned in a variety of industries providing clerical support in the following job areas: court-municipal records, and insurance, payroll, financial, or rental services. They can also work as reservation and transportation agents, social and human service assistants, student services or teaching assistants.

#### **The following courses must be taken to complete the program:**

OFSY 500 Business Math 1  
OFSY 505 Business Communication 1  
OFSY 506 Business Communication 2  
OFSY 575 Spreadsheets: Beginning  
OFSY 580 Survey of Business Software