

**Curriculum Instructional Council  
Actions Approved – September 11, 2008**

**Accounting (ACCT)**

<p><b>* 186 Accounting for Professional Offices</b></p> <p align="right"><b>3 hours lecture, 3 units Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory:</i> English 51 and English 56 and Mathematics 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5, R5, and M40. Accounting systems for medical, legal and dental offices, including the pegboard systems and introduction to computerized accounting.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> Not required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> Mesa</p> <p><b>Action(s) Proposed:</b> Course Deactivation (Not at any College) <i>Approved</i></p> <p><b>Proposed for College(s):</b> Mesa</p> <p><b>Originating Campus:</b> Mesa</p> <p><b>Effective:</b> Fall 2009</p>
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**Architecture (ARCH)**

<p><b>136 Shrubs, Vines, Groundcover Identification</b></p> <p align="right"><b>1.5 hours lecture, 4.5 hours lab, 3 units Letter Grade or Credit/No Credit Option</b></p> <p><b>REQUISITES:</b> <i>Advisory:</i> English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This field observation course provides students with the opportunity to observe, identify, and discuss shrubs, vines, and groundcovers for landscape architectural design in southern California. Emphasis is placed on developing the student's working knowledge of regional plant nomenclature, identification and ecological requirements as they relate to landscape design and landscape management. This course is designed for students interested in identifying plants for use in landscape design.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> Required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> Mesa</p> <p><b>Action(s) Proposed:</b> Course Integration (May Include Activation) <i>Six Year Review Advisory (New) Course Description Field Trip Grade Option Change Limitation on Enrollment Methods of Evaluation Outline of Topics Outside Assignments Reading Assignments Student Learning Objectives Supplies Text Writing Assignments Approved</i></p> <p><b>Proposed for College(s):</b> Mesa</p> <p><b>Originating Campus:</b> Mesa</p> <p><b>Effective:</b> Spring 2009</p>
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Actions Approved – September 11, 2008**

**Business (BUSE)**

<p><b>* 102 Introduction to Customer Service</b></p> <p align="right"><b>3 hours lecture, 3 units Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory:</i> English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course provides students with basic knowledge of customer service by examining customer service from the provider's and customer's perspectives. It takes a pragmatic approach to applying the principles of service within an organization. Topics include leadership in customer service, customer retention and satisfaction, classifications of service organizations, and principles and practices of internal service.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> Required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> Miramar</p> <p><b>Action(s) Proposed:</b> Course Deactivation (Not at any College) <i>Approved</i></p> <p><b>Proposed for College(s):</b> Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Fall 2009</p>
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**Computer Business Technology (CBTE)**

<p><b>095 Keyboarding/Typing Speed Development</b></p> <p align="right"><b>3 hours lab, 1 unit Credit/No Credit Only</b></p> <p><b>REQUISITES:</b> <i>Advisory:</i> Computer Business Technology 101 with a grade of "C" or better, or equivalent. This course helps students build speed and accuracy in keyboarding/typing skills. Topics include typing speed, accuracy, and techniques. Students perform short intense typing drills and timed writings. This course may be taken four times for credit. Students develop increased typing speed and accuracy with each course repetition.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit only and not Transferable.</p>	<p><b>Offered At:</b> City, Mesa</p> <p><b>Action(s) Proposed:</b> Course Revision (May Include Activation) <i>Six Year Review Activate at Miramar Course Description Critical Thinking Assignments Methods of Evaluation Methods of Instruction Outline of Topics Outside Assignments Reading Assignments Student Learning Objectives Supplies Texts Writing Assignments Approved</i></p> <p><b>Proposed for College(s):</b> City, Mesa, Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Spring 2009</p>
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**Curriculum Instructional Council  
Actions Approved – September 11, 2008**

**Computer Business Technology (CBTE) *Pulled for further discussion***

<p><b>* 143 Intermediate Microsoft Excel</b> <b>2 hours lecture, 3 hours lab, 3 units</b> <b>Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory: Completion of or concurrent enrollment in:</i> Computer Business Technology 101, 114, and 140, each with a grade of "C" or better, or equivalent. English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course covers intermediate-level functions and projects using Microsoft Excel. Topics include charts, pivot tables, functions, formulas, data validation, autofilters, macros, visual basic for applications, and collaboration with other programs. This course is intended for students majoring in a computer business technology field or anyone interested in expanding knowledge and competency with Microsoft Excel.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course</p> <p><b>Proposed for College(s):</b> City, Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Spring 2009</p>
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**Computer Business Technology (CBTE) *Pulled for further discussion***

<p><b>* 152 Beginning Microsoft Access</b> <b>1.5 hours lecture, 1.5 hours lab, 2 units</b> <b>Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory: Completion of or concurrent enrollment in:</i> Computer Business Technology 101 and 114, each with a grade of "C" or better, or equivalent. English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course introduces students to the fundamentals of Microsoft Access. Topics include creating, modifying, and sorting database tables; creating queries; creating and enhancing custom forms and reports; modifying the database structure; and importing and exporting data to other programs. This course is intended for students majoring in a computer business technology field or anyone interested in learning the fundamental functions of Microsoft Access.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course</p> <p><b>Proposed for College(s):</b> City, Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Spring 2009</p>
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**Curriculum Instructional Council  
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**Computer Business Technology (CBTE)**

<p><b>* 207 Advanced RIM Applications</b></p> <p align="right"><b>3 hours lecture, 3 units Grade Only</b></p> <p><b>REQUISITES:</b>  <i>Advisory:</i> Computer Business Technology 205 and 206, each with a grade of "C" or better, or equivalent. English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.                  This course involves students in hands-on applications essential for creating a records management program. Records Information Management (RIM) projects include creating an industry specific file plan, vital records protection plan, disaster recovery program, and the automation of records systems. This course is intended for students who are looking for employment or a associate degree in RIM.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course <i>Approved</i></p> <p><b>Proposed for College(s):</b> City</p> <p><b>Originating Campus:</b> City</p> <p><b>Dist. Ed Proposed For College(s):</b> City</p> <p><b>Effective:</b> Spring 2009</p>
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**Journalism (JOUR)**

<p><b>* 205 Editing for Print Journalism</b></p> <p align="right"><b>2 hours lecture, 3 hours lab, 3 units Letter Grade or Credit/No Credit Option</b></p> <p><b>REQUISITES:</b>  <i>Prerequisite:</i> Journalism 200 with a grade of "C" or better, or equivalent.                  This course offers instruction in editing techniques for news publications. Course content covers publication planning, copy editing, headline writing, use of photos and graphics, layout and design, advertising sales and design, news judgment and editorial leadership. Principles learned apply to print and online journalism. The course serves as preparation in the journalism major for students preparing to transfer. It also serves as an elective for students interested in learning to write for newspapers and other publications, including the campus newspaper.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course <i>Approved</i></p> <p><b>Proposed for College(s):</b> City, Mesa</p> <p><b>Originating Campus:</b> City</p> <p><b>Effective:</b> Spring 2009</p>
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**Curriculum Instructional Council  
Actions Approved – September 11, 2008**

**Peace Studies (PEAC)**

<p><b>* 277C Service Learning -- Community: Peace Studies</b>  <b>1 - 3 hours lecture, 1 - 3 units</b>  <b>Grade Only</b></p> <p><b>REQUISITES:</b>  <i>Corequisite: Completion of or concurrent enrollment in: Peace Studies 101 with a grade of "C" or better, or equivalent.</i>  <i>Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.</i>                  Students in this course develop and implement service learning projects to help the college's community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies. Projects may include collaboration with community projects and agencies and educational service-oriented projects for the college's community. Students gain hands-on experience in project planning, development, implementation and evaluation. Students meet weekly to receive support training and development opportunities regarding best practices in Service Learning. This course is intended for students from any discipline who are interested in project development, development of teaching skills, or enhancement of communication and planning skills. Course segments may be taken in any order. The combined credit for all 277C discipline courses may not exceed three units.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course <i>Approved</i></p> <p><b>Proposed for College(s):</b> City</p> <p><b>Originating Campus:</b> City</p> <p><b>Effective:</b> Fall 2008</p>
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**Real Estate (REAL)**

<p><b>* 111 Introduction to Uniform Standards of Professional Appraisal Practice (USPAP)</b>  <b>1 hour lecture, 1 unit</b>  <b>Grade Only</b></p> <p><b>REQUISITES:</b>  <i>Advisory: Real Estate 110 with a grade of "C" or better, or equivalent.</i>                  This course is a practical study of the appraisal profession and its application of the Uniform Standards of Professional Appraisal Practice (USPAP). Course content includes a history of the appraisal industry, USPAP rules and standards, and an overview of The Appraisal Foundation (TAF), the Appraisal Standards Board (ASB), the Appraiser Qualifications Board (AQB) and the Appraisal Subcommittee (ASC). This course satisfies the AQB and the California Office of Real Estate Appraisers (OREA) 15-hour USPAP requirements as part of the 150 hours of required education for the Appraiser Trainee License.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> City</p> <p><b>Action(s) Proposed:</b> Course  <i>Reactivation (with Integration)</i>  <i>Advisory (New)</i>  <i>Course Description</i>  <i>Critical Thinking Assignments</i>  <i>Methods of Instruction</i>  <i>Outline of Topics</i>  <i>Outside Assignments</i>  <i>Reading Assignments</i>  <i>Student Learning Objectives</i>  <i>Supplies</i>  <i>Texts</i>  <i>Title Change</i>  <i>Writing Assignments</i>  <i>Approved</i></p> <p><b>Proposed for College(s):</b> City</p> <p><b>Originating Campus:</b> City</p> <p><b>Effective:</b> Spring 2009</p>
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**Curriculum Instructional Council  
Actions Approved – September 11, 2008**

**Speech Communications (SPEE)**

<p><b>104 Advanced Public Communication</b></p> <p style="text-align: right;"><b>3 hours lecture, 3 units Grade Only</b></p> <p><b>REQUISITES:</b> <i>Prerequisite:</i> Speech Communications 103 with a grade of "C" or better, or equivalent. This course covers theory, practice and critical analysis of public communication, including speeches on subjects of current interest both local and global. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in public communication. Special emphasis is placed on advanced platform speaking and limited preparation speaking. This course is designed for students majoring in communication studies and students interested in advancing fundamental speech skills.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities. UC Transfer Course List.</p>	<p><b>Offered At:</b> Mesa, City</p> <p><b>Action(s) Proposed:</b> Course Integration (May Include Activation) <i>Six Year Review</i> <i>Course Description</i> <i>Critical Thinking Assignments</i> <i>Grade Option Change</i> <i>Methods of Evaluation</i> <i>Methods of Instruction</i> <i>Outline of Topics</i> <i>Outside Assignments</i> <i>Student Learning Objectives</i> <i>Supplies</i> <i>Texts</i> <i>Writing Assignments</i> <b>Approved</b></p> <p><b>Proposed for College(s):</b> City, Mesa</p> <p><b>Originating Campus:</b> Mesa</p> <p><b>Effective:</b> Fall 2009</p>
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***PROGRAM CHANGES***

(Note: To view from *Proposals* screen, click *Program Search* button, scroll down to program name, then option title, if appropriate, and click *PR* icon.)

**\*Computer Business Technology**

**New Program-Approved**

**Records Information Management** – City: Fall 2009

**Certificate of Achievement** – Records Information Management (New)

**Associate in Science Degree** – Records Information Management (New)

**\*Mechanical Design Technology**

**New Program-Approved**

**Mechanical Design Technology** – City: Fall 2009

**Certificate of Performance** – Advanced Mechanical Design (New)

**Certificate of Performance** – Mechanical Design (New)

**Associate in Science Degree** – Mechanical Design Technology (New)