

Curriculum Instructional Council
Actions Approved – October 22, 2009

Computer Business Technology (CBTE)

<p>206 Electronic Records Management</p> <p style="text-align: right;">48 - 54 hours lecture, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5. Computer Business Technology 205 and 151 or 180, each with a grade of "C" or better, or equivalent. This course is an introduction to electronic records management. Emphasis is placed on the use of electronic media to create and store documents. This course is designed for students pursuing a career in records management and for those interested in managing electronic files.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities.</p>	<p>Offered At: City</p> <p>Action(s) Proposed: Course Activation (Currently active at another college) <i>Approved</i></p> <p>Proposed for College(s): Mesa</p> <p>Originating Campus: Mesa</p> <p>Dist. Ed Proposed For College(s): Mesa</p> <p>Effective: Fall 2010</p>
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Computer Business Technology (CBTE)

<p>207 Advanced RIM Applications</p> <p style="text-align: right;">48 - 54 hours lecture, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5. Computer Business Technology 205 and 206, each with a grade of "C" or better, or equivalent. 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 an associate degree in RIM.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities.</p>	<p>Offered At: City</p> <p>Action(s) Proposed: Course Activation (Currently active at another college) <i>Approved</i></p> <p>Proposed for College(s): Mesa</p> <p>Originating Campus: Mesa</p> <p>Dist. Ed Proposed For College(s): Mesa</p> <p>Effective: Fall 2010</p>
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Psychology (PSYC)

<p>112 Interpersonal Relations</p> <p style="text-align: right;">48 - 54 hours lecture, 3 units Letter Grade or Pass/No Pass Option</p> <p>REQUISITES:</p> <p><i>Advisory:</i> English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels R6 and W6.</p> <p>This course is a study of psychological theories as applied to the understanding of self in relationship to others. Emphasis is placed on the development and practice of interpersonal skills. This course is intended for students with an interest in psychology and interpersonal relations.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities. CSU General Education. UC Transfer Course List.</p>	<p>Offered At: Mesa</p> <p>Action(s) Proposed: Course Integration (May Include Activation) <i>Six Year Review</i> <i>Advisory (Change)</i> <i>Course Description</i> <i>Critical Thinking Assignments</i> <i>Entry Skills/Knowledge to Enter Course</i> <i>Field Trip</i> <i>Methods of Evaluation</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>Texts</i> <i>Writing Assignments</i></p> <p>Approved</p> <p>Proposed for College(s): Mesa</p> <p>Originating Campus: Mesa</p> <p>Effective: Spring 2010</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.)