

Approved

Curriculum Instructional Council Actions Approved – September 12, 2013

Subject: Art-Graphic Design (ARTG) Discipline: Graphic Arts

<p>~124 Page Layout</p> <p style="text-align: right;">24 - 27 hours lecture, 72 - 81 hours lab, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Art-Graphic Design 106 and Art-Graphic Design 125, each with a grade of "C" or better, or equivalent. <i>Limitation on Enrollment:</i> This course is not open to students with previous credit for Art-Commercial 124. This course is a study of design layout for two dimensional graphic projects, such as business systems, brochures, advertisements, and posters. The primary tool is the computer, but traditional methods are also used. Topics include grids, principles and procedures of effective layout. This course is intended for graphic design majors and anyone interested in page layout.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU. UC Transfer Course List.</p>	<p>Offered At: Miramar, City</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review</i> <i>Advisory (Change)</i> <i>Course Description</i> <i>Critical Thinking Assignments</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>SAM Code</i> <i>Student Learning Objectives</i> <i>Supplies</i> <i>Texts</i> <i>Title Change</i> Approved</p> <p>Proposed for College(s): City, Miramar</p> <p>Originating Campus: CITY</p> <p>Effective: Fall 2014</p>
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Subject: Business (BUSE) Discipline: Business

<p>92 Introduction to Business Communication</p> <p style="text-align: right;">48 - 54 hours lecture, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> English 42 and English 43, each with a grade of "C" or better, or equivalent or Assessment Skill Level R4 and W4. <i>Limitation on Enrollment:</i> This course is not open to students with previous credit for Business 119 or Office Information Systems 115. This course is a review of the principles and mechanics of English grammar and syntax for written and oral business communications. Topics include business vocabulary, dictionary usage, spelling, sentence structure, and punctuation for business writing. Students write business letters, resumes, memos, and informal business reports. This course is intended for students majoring in business who need a review of English for business communications.</p> <p>FIELD TRIP REQUIREMENTS: Not required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit only and not Transferable.</p>	<p>Offered At: City</p> <p>Action(s) Proposed: Course Integration (May Include Activation) <i>Six Year Review</i> <i>Advisory (New)</i> <i>Course Description</i> <i>Critical Thinking Assignments</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> Approved</p> <p>Proposed for College(s): City</p> <p>Originating Campus: CITY</p> <p>Effective: Fall 2014</p>
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*Requires Board of Trustees approval prior to implementation

~Course requires CCCC submission

**Curriculum Instructional Council
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Subject: Computer Business Technology (CBTE)

<p>~101 Keyboarding for Computers 12 - 13.5 hours lecture, 12 - 13.5 hours lab, 1 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 Level R5 and W5. <i>Limitation on Enrollment:</i> This course is not open to students with previous credit for Office Information Systems 101, 102 or 164. This course introduces students to basic keyboarding skills and document processing activities. Topics include keyboarding and basic word processing. Students practice keying by touch using word processing software.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)*</p> <p>Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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Subject: Computer Business Technology (CBTE) Discipline: Office Technologies

<p>~128 Comprehensive Microsoft PowerPoint 32 - 36 hours lecture, 48 - 54 hours lab, 3 units Letter Grade or Pass/No Pass Option</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 101, Computer Business Technology 102 or Computer Business Technology 103 and Computer Business Technology 114, each with a grade of "C" or better, or equivalent; 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. <i>Limitation on Enrollment:</i> This course is not open to students with previous credit for Computer Business Technology 126. This course is a comprehensive hands-on study of the skills required to plan, develop, and deliver PowerPoint presentations on a computer and the Internet. Emphasis is placed on adding and modifying text, graphics, sound, video, and effects such as transitions and custom slide animations. Other topics include adding, modifying and creating templates; adding, importing, and formatting data for tables and charts; customizing presentations; adding interactivity features; and incorporating PowerPoint with other applications. This course is intended for all students and professionals who wish to acquire skills in digital presentations.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: Mesa, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) Six Year Review Advisory (New) Course Description Critical Thinking Assignments Methods of Evaluation Outline of Topics Outside Assignments Reading Assignments Student Learning Objectives Texts Title Change Writing Assignments</p> <p>Approved</p> <p>Proposed for College(s): City, Mesa Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Dist. Ed Proposed For College(s): City</p> <p>Effective: Fall 2014</p>
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**Curriculum Instructional Council
Actions Approved – September 12, 2013**

Subject: Computer Business Technology (CBTE) Discipline: Office Technologies

<p>~152 Beginning Microsoft Access 24 - 27 hours lecture, 24 - 27 hours lab, 2 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 101, Computer Business Technology 102 or Computer Business Technology 103 and Computer Business Technology 114, each with a grade of "C" or better, or equivalent; 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 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, professionals acquiring or updating basic skills in creating and editing professional databases, or anyone interested in learning the fundamental functions of Access.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review</i> <i>Advisory (New)</i> <i>Course Description</i> <i>Critical Thinking Assignments</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> Approved</p> <p>Proposed for College(s): City, Mesa, Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Dist. Ed Proposed For College(s): Mesa</p> <p>Effective: Fall 2014</p>
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**Curriculum Instructional Council
Actions Approved – September 12, 2013**

Subject: Computer Business Technology (CBTE) Discipline: Office Technologies

<p>~153 Intermediate Microsoft Access 40 - 45 hours lecture, 24 - 27 hours lab, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 101 or Computer Business Technology 102 or Computer Business Technology 103 and Computer Business Technology 114, each with a grade of "C" or better, or equivalent; English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Level R5 and W5. This course is an intermediate level study of Microsoft Access and its use as a relational database management system on a personal computer. Topics include designing relational databases; creating tables, queries, forms and reports; entering data; finding and modifying records; importing from and exporting to other programs; using field properties; understanding the use of Structured Query Language (SQL) in Access; creating and running macros for automating tasks; and planning and designing user interfaces. This course is designed for students and professionals acquiring or updating skills in creating and editing Access databases.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: Mesa, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review</i> <i>Advisory (New)</i> <i>Course Description</i> <i>Critical Thinking Assignments</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>Texts</i> <i>Title Change</i> <i>Writing Assignments</i> Approved</p> <p>Proposed for College(s): City, Mesa, Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Dist. Ed Proposed For College(s): City</p> <p>Effective: Fall 2014</p>
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Subject: Computer Business Technology (CBTE)

<p>~161 Learning the Internet 12 - 13.5 hours lecture, 12 - 13.5 hours lab, 1 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 103 and Computer Business Technology 114, each with a grade of "C" or better, or equivalent; English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Level R5 and W5. This course introduces students to the Internet. Students receive hands-on practice using a web browser to navigate the World Wide Web and link to Internet resources. Topics include creating and sending e-mail, FTP and file downloading, locating newsgroups and other discussion tools, and conducting business on the Internet. This course is intended for students majoring in a variety of applied computer fields. This course may be repeated three times to update skills as browser technologies change.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)* Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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**Curriculum Instructional Council
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Subject: Computer Business Technology (CBTE) Discipline: Office Technologies

<p>~167 Webpage Creation Using Microsoft Expression Web 32 - 36 hours lecture, 48 - 54 hours lab, 3 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 101, Computer Business Technology 102 or Computer Business Technology 103 and Computer Business Technology 114 and Computer Business Technology 161, each with a grade of "C" or better, or equivalent; 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 teaches students how to create websites using Microsoft Expression Web. Students use a hands-on approach to design, analyze, create, manage, and publish websites on the Internet for personal or business use. Topics include formatting text using Hypertext Markup Language (HTML), Extensible Hypertext Markup Language (XHTML), and Cascading Style Sheets (CSS). Other topics include images, hyperlinks, templates, tables, forms, and page layout and design. This course is intended for students majoring in Computer Business Technology or others interested in web design.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review</i> <i>Advisory (New)</i></p> <p>Approved</p> <p>Proposed for College(s): City, Mesa, Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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Subject: Computer Business Technology (CBTE)

<p>~200 Office Telecommunications 24 - 27 hours lecture, 24 - 27 hours lab, 2 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. This course provides students with a fundamental working knowledge of voice, data, and video telecommunications that can be applied in their business and personal lives. The course introduces telecommunications networks, transmitting, receiving, and satellite technologies. Topics include basic communication theory, fundamentals of telephone systems, and components of data communications systems. This course is intended for students interested in the selection or use of office telecommunications systems.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)*</p> <p>Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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*Requires Board of Trustees approval prior to implementation
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**Curriculum Instructional Council
Actions Approved – September 12, 2013**

Subject: Computer Business Technology (CBTE) Discipline: Office Technologies

<p>*~201 Virtual Office Assistant <p align="right">24 - 27 hours lecture, 24 - 27 hours lab, 2 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> Computer Business Technology 101 and Computer Business Technology 120 , each with a grade of "C" or better, or equivalent; English 101 with a grade of "C" or better, or equivalent or Assessment Skill Level R6 and W6. This course is a hands-on study of creating, maintaining, and working in a virtual office environment. Emphasis is placed on business planning, office and website setup, and daily operational procedures. This course is designed for students majoring in computer business technology and all students interested in working independently in a virtual office environment.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p> </p>	<p>Offered At: NONE</p> <p>Action(s) Proposed: New Course Approved</p> <p>Proposed for College(s): City</p> <p>Originating Campus: CITY</p> <p>Dist. Ed Proposed For College(s): City</p> <p>Effective: Fall 2014</p>
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Subject: Construction Electronic Systems Technician (CEST)

<p>*~ 349 Construction Electronic Systems Technician Work Experience <p align="right">4 - hours other, 4 units Pass/No Pass</p> <p>REQUISITES: <i>Limitation on Enrollment:</i> Apprenticeship - Student must be a state registered apprentice in this trade. Student must be enrolled in a related apprenticeship class. This course consists of on-the-job learning experiences in the Construction Electronic Systems Technician occupational field. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.</p> <p>FIELD TRIP REQUIREMENTS: Not required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit only and not Transferable.</p> </p>	<p>Offered At: City</p> <p>Action(s) Proposed: Course Deactivation (Not at any College) Approved</p> <p>Proposed for College(s): City</p> <p>Originating Campus: CITY</p> <p>Effective: Fall 2014</p>
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Subject: Education (EDUC)

<p>~200 Teaching as a Profession</p> <p style="text-align: right;">32 - 36 hours lecture, 2 units Grade Only</p> <p>REQUISITES: <i>Advisory:</i> English 101 with a grade of "C" or better, or equivalent or Assessment Skill Levels R6 and W6. This course is a study of the foundations and issues related to effective instruction in reading, writing, science and mathematics. Emphasis is placed on both curriculum and pedagogy. Students also explore current educational career options. This course is designed for students considering teaching as a profession as well as for paraprofessionals and tutors.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU. UC Transfer Course List.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)*</p> <p>Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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Subject: Education (EDUC)

<p>~203 Service Learning for Prospective Teachers</p> <p align="right">16 - 18 hours lecture, 1 units Letter Grade or Pass/No Pass Option</p> <p>REQUISITES: <i>Limitation on Enrollment:</i> Health and Safety. Student must meet safety and health clearance standards for public school volunteer experience placement. This course is designed for students considering teaching as a profession, and for prospective tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. Experiential learning activities include observing and/or tutoring at various educational levels. Through this service learning, students are made aware of skills needed in the teaching profession. Additionally, they are mentored in the application of classroom management techniques and routine teaching skills required in the public schools.</p> <p>FIELD TRIP REQUIREMENTS: Required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU. UC Transfer Course List.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)*</p> <p>Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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Subject: Health Education (HEAL) Discipline: Emergency Medical Technologies, Health

<p>~131 Emergency Response (First Aid/CPR/AED)</p> <p align="right">48 - 54 hours lecture, 3 units Letter Grade or Pass/No Pass Option</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. This course is of interest to students who wish to earn the American Red Cross certifications necessary for employment as an emergency first responder. This class also satisfies the prerequisite requirement for students entering the Emergency Medical Technician (EMT) program or any educational program requiring a college level first aid class. This course follows the U.S. Department of Transportation First Responder National Standard Curriculum and meets Emergency Cardiovascular Care (ECC) Guidelines. Students successfully completing this course receive certifications in Emergency Response (valid for 3 years), CPR/AED for the Professional Rescuer (valid for 2 years), Bloodborne Pathogens and Administering Emergency Oxygen (each valid for 1 year). This course may be repeated to renew certifications.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU. UC Transfer Course List.</p>	<p>Offered At: Mesa, Miramar</p> <p>Action(s) Proposed: Course Deactivation *(Active at another College)*</p> <p>Approved</p> <p>Proposed for College(s): Miramar</p> <p>Originating Campus: MIRAMAR</p> <p>Effective: Fall 2014</p>
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Subject: Journalism (JOUR) Discipline: Journalism

<p>~210A Newspaper Production 1</p> <p align="right">96 - 162 hours lab, 2-3 units Grade Only</p> <p>REQUISITES: <i>Advisory: Completion of or concurrent enrollment in:</i> English 101 with a grade of "C" or better, or equivalent or Assessment Skill Level R6 and W6. This course focuses on writing and producing student news publications using the student newspaper and its online version as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students work primarily in one of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethical and legal aspects of communication are also covered. This course is intended for students majoring in journalism and all students interested in working on student news publications.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review Advisory (Change) Course Description Grade Option Methods of Evaluation Outline of Topics Student Learning Objectives Texts Title Change</i></p> <p>Approved</p> <p>Proposed for College(s): City, Mesa, Miramar</p> <p>Originating Campus: MESA</p> <p>Effective: Fall 2014</p>
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Subject: Mathematics (MATH) Discipline: Mathematics

<p>42 Fundamentals of Mathematics</p> <p align="right">48 - 54 hours lecture, 3 units Pass/No Pass</p> <p>REQUISITES: <i>Advisory:</i> Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30. <i>Limitation on Enrollment:</i> This course is not open to students with previous credit for Mathematics 46, Mathematics 54, Mathematics 90, Mathematics 91 or Mathematics 95. This course is intended for students who have not passed the California State University Entry-Level Mathematics Examination (ELM). This course reviews arithmetic and geometric concepts, and covers topics in elementary algebra including operations with polynomials, factoring, rational expressions, expressions involving radicals, solving non-linear equations, graphing linear equations, and solving linear systems of equations in two variables.</p> <p>FIELD TRIP REQUIREMENTS: Not required</p> <p>TRANSFER APPLICABILITY: Not applicable to the Associate Degree.</p>	<p>Offered At: City</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review Advisory (New) Limitation on Enrollment (New) Methods of Evaluation Methods of Instruction Outline of Topics Outside Assignments Reading Assignments Student Learning Objectives Texts Writing Assignments</i></p> <p>Approved</p> <p>Proposed for College(s): City</p> <p>Originating Campus: CITY</p> <p>Effective: Fall 2014</p>
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**Curriculum Instructional Council
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Subject: Mathematics (MATH) Discipline: Mathematics

<p>210B Concepts of Elementary School Mathematics II</p> <p style="text-align: right;">48 - 54 hours lecture, 3 units Grade Only</p> <p>REQUISITES: <i>Prerequisite:</i> Mathematics 210A with a grade of "C" or better, or equivalent. <i>Advisory:</i> English 101 or English 105, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R6 and W6. This course is the second course in a one-year sequence in the study of the mathematical concepts needed for teaching elementary school mathematics with emphasis on geometry, transformational geometry, and measurement. This course also promotes an appreciation of the importance of logical thinking and applications of mathematics in problem solving and critical thinking. It studies the understanding and explanation of the basic mathematical concepts and the connections between them. It is designed especially for students preparing for credentials in elementary education. Analytical reading and problem solving are required for success in this course.</p> <p>FIELD TRIP REQUIREMENTS: May be required</p> <p>TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU. CSU General Education. UC Transfer Course List.</p>	<p>Offered At: City, Mesa, Miramar</p> <p>Action(s) Proposed: Course Revision (May Include Activation) <i>Six Year Review</i> <i>Reading Assignments</i> <i>Texts</i> Approved</p> <p>Proposed for College(s): City, Mesa, Miramar</p> <p>Originating Campus: MESA</p> <p>Effective: Fall 2014</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.)

*Apprenticeship

Program Revision- *Approved*

Construction Electronic Systems Technician- City, PID 2595: Effective Fall 2014

Construction Electronic Systems Technician Apprenticeship Certificate of Achievement

*Apprenticeship

Program Revision- *Approved*

Construction Electronic Systems Technician- City, PID 2596: Effective Fall 2014

Construction Electronic Systems Technician Apprenticeship Associate in Science

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