

February 20, 2007

A. NAME OF DOCKET ITEM

Consideration and approval of new or revised courses and programs.

B. STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose

The following curriculum changes are proposed:

Construction Systems	Adoption of eight course reactivations at City College.	Attachment A1-A2
Disability Support Programs and Services	Adoption of two course deactivations at Mesa College.	Attachment B
Engineering Technology	Adoption of a new course at City College.	Attachment C
Fire Protection Technology	Adoption of two new courses at Miramar College	Attachment D
Human Services	Adoption of a new course at City College.	Attachment E
Mathematics	Adoption of a new course at City, Mesa and Miramar College.	Attachment F
Mecomtronics	Adoption of a new course at City College.	Attachment G
Physical Education	Adoption of a new course at City and Miramar College.	Attachment H
Food Service Occupations	Adoption of a program deactivation at Mesa College.	Attachment I
Hotel-Motel Management	Adoption of a program deactivation at Mesa College.	Attachment J
Manufacturing Technology	Adoption of a program deactivation at City College.	Attachment K

2. Cost and Funding

There is no additional cost to the District

C. PROPOSAL

The Board of Trustees hereby approves the action outlined in Part A of this docket exhibit.

Henry T. Ingle, Ph.D.
Vice Chancellor
Instructional Services, Planning and Technology

Construction Systems

ACTION

Adoption of eight course reactivations at City College.

Proposed courses at City College:

060A Construction Systems - Introduction to HVAC I

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: 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.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 301.

In this course, trade mathematics and drawings, the tools of the trade, blueprint terminology and basic rigging equipment and procedures as applicable to HVAC are covered. This course is designed to give the construction HVAC student an understanding of copper and plastic piping practices. (FT) Associate Degree Credit only and not Transferable.

060B Construction Systems - Introduction to HVAC II

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 60A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 302.

This course introduces the construction HVAC trainee to the basic concepts and environmental concerns related to heating, ventilation and air conditioning, including: soldering, brazing, ferrous metal piping practices, basic electricity, heating and cooling. This course also describes the HVAC program and the career opportunities available in the HVAC trade. (FT) Associate Degree Credit only and not Transferable.

061A Construction Systems - Intermediate HVAC I

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 60B with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 303.

This course instructs the HVAC trainee in the properties of air, and covers chimneys, flues and vents. Students are introduced to basic mechanical procedures commonly performed in HVAC service work, such as the operation, installation and servicing of electric furnaces. This course also introduces the student to alternating current and electronic components and circuits used in HVAC systems. (FT) Associate Degree Credit only and not Transferable.

061B Construction Systems - Intermediate HVAC II

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 61A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 304.

This course instructs the HVAC trainee in HVAC controls and metering devices and introduces the trainee to control circuit analysis. This course also covers compressors and heat pumps and instructs the student in leak detection, evacuation, recovery and charging service procedures used to troubleshoot, repair and/or maintain proper operation of the mechanical refrigeration system. (FT) Associate Degree Credit only and not Transferable.

**062A Construction Systems - Advanced
HVAC I**

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 61B with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 305.

This course instructs the HVAC trainee in preventive maintenance and provides an introduction to troubleshooting applying to all types of HVAC equipment. This course also covers troubleshooting electronic controls, gas heating, electric heating and oil heating. (FT) Associate Degree Credit only and not Transferable.

**062B Construction Systems - Advanced
HVAC II**

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 62A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 306.

This course instructs the HVAC trainee in troubleshooting cooling, accessories, heat pumps and commercial heating and cooling systems. This course also covers water and air balance, steam systems and customer relations. (FT) Associate Degree Credit only and not Transferable.

**063A Construction Systems - HVAC
Specialties I**

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 62B with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 307.

This course covers advanced blueprint reading and specifications as they relate to HVAC, indoor air quality and energy conservation equipment commonly used in HVAC systems. This course also covers energy management systems and the methods of water treatment and water treatment equipment used with HVAC systems. (FT) Associate Degree Credit only and not Transferable.

**063B Construction Systems - HVAC
Specialties II**

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Construction Systems 63A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Heating, Ventilation, Air Conditioning Apprenticeship (HVAC) 308.

This course covers commercial heating and cooling systems, maintenance of these systems and system start-up and shut down. This course also covers commercial and industrial refrigeration systems, equipment, refrigerated warehouses, walk-in coolers display cases, etc. (FT) Associate Degree Credit only and not Transferable.

ACTION

Adoption of two course deactivations at Mesa College.

Proposed courses at Mesa College:

047 Spelling and Auditory Processing

2 hours lecture, 2 units

Credit/No Credit Only

This course is designed for students who have identified learning disabilities related to effective spelling and/or reading decoding skills. The course introduces learning and memory research related to spelling disabilities. A multisensory awareness of speech sounds and auditory processing strategies are emphasized. Common spelling rules and expectancies are taught, and the effective use of spelling related assistive technology is introduced. (FT) Not Applicable to Associate Degree, pre-collegiate basic skills, English as a Second Language.

077 Exploration of Computer Access

0.5 hours lecture, 1 hour lab, 1 unit

Credit/No Credit Only

This course has been designed for students with disabilities. Designed to introduce students to computer access equipment that is available in large print, Braille and voice output. To provide an overview of resources in software and hardware that allow disabled students to compete in educational and business settings. This course may be repeated as necessary to achieve course objectives. (FT) Not Applicable to Associate Degree, Occupational/Vocational basic skills.

ACTION

Adoption of a new course at City College.

Proposed course at City College:

200 Applied Mechanics

**3 hours lecture, 3 units
Grade Only**

Prerequisite: MCTR 120A with a grade of "C" or better, or equivalent; PHYS 195A with a grade of "C" or better, or equivalent.

Advisory: MATH 182 with a grade of "C" or better, or equivalent; MATH 150 with a grade of "C" or better, or equivalent.

This course is a study of fundamental principles of bodies at rest and in motion. The course content emphasizes areas of friction, centroids, center of gravity, analysis of structures, moments of inertia and methods of virtual work. In addition, emphasis is also placed on kinematics and kinetics of particles and rigid bodies, moving reference frames, work-energy, linear and angular momentum relationships and their application to engineering problems. This course is intended for students enrolled in Engineering Technology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

ACTION

Adoption of a new course at City College.

Proposed course at City College:

**300A Commanding Multiple Alarms or Large
Fire Suppression Forces, Fire Command 2A**
1.75 hours lecture, 0.75 hours lab, 2 units
Grade Only

Prerequisite: FIPT 200B with a grade of "C" or better, or equivalent.

This California Fire Service Training and Education System certified course prepares the fire officer to use management techniques and incident command systems when commanding multiple alarms or large fire suppression force. Topics include fire fighter safety, major incident strategical and tactical considerations, and pre-planning building surveys. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**300B Management of Major Hazardous
Materials Incidents, Fire Command 2B**
1.75 hours lecture, 0.75 hours lab, 2 units
Grade Only

Prerequisite: FIPT 300A with a grade of "C" or better, or equivalent.

This California Fire Service Training and Education System certified course prepares fire officers to command major hazardous-materials incidents. Students learn to recognize the warning signs, clues, risks, and potential outcomes associated with hazardous-material incidents. Key elements of the course include incident command system techniques for isolating hazardous materials, decontamination considerations, making required notifications, protecting the public, and recognizing cooperating agencies' roles and responsibilities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

ACTION

Adoption of a new course at City College.

Proposed course at City College:

**116 Capstone for Youth Development
Workers**

**3.00 hours lecture, 3.00 units
Grade Only**

Prerequisite: HUMS 106 with a grade of "C" or better, or equivalent.

This course provides students completing the Youth Development Work (YDW) Certificate Program the opportunity to integrate course material and practical field experience in a seminar setting using a case-study format. Emphasis is placed on assessing community assets, resource acquisition, and the application of youth development models to actual program and individual cases. This course is designed for students pursuing the Youth Development Work Certificate Program. (FT) Associate Degree
Credit & transfer to CSU and/or private colleges and universities

Mathematics

ACTION

Adoption of a new course at City, Mesa and Miramar College.

Proposed course at City, Mesa and Miramar College:

15E Trigonometry Refresher

3.00 hours lab, 1.00 unit

Credit/No Credit Only

This course is intended for those students who have completed the math assessment with a level of M50 who need to review their trigonometry knowledge prior to taking precalculus or calculus. Students begin at the level of their original placement and, working at their own pace, may improve their placement up to M60 (precalculus level). This course consists of independent study using a computer program to refresh those concepts identified as needed for each student. (FT) Not Applicable to Associate Degree, pre-collegiate basic skills - reading, writing, computation.

ACTION

Adoption of a new course at City College.

Proposed course at City College:

206 Microcontrollers

**2.00 hours lecture, 3.00 hours lab, 3.00 units
Grade Only**

Prerequisite: MCTR 103A with a grade of "C" or better, or equivalent.

Advisory: MATH 107 with a grade of "C" or better, or equivalent; MATH 107L with a grade of "C" or better, or equivalent.

This course focuses on the fundamentals of both the hardware and software aspects of the microcontroller. Typical devices that are connected to the microcontroller are: switches, light emitting diodes, seven segment displays, stepper motors and a matrix keypad. An engineering evaluation board is used as the development system for the controller.

Structured programming, using flow charts, is emphasized. Code is written in assembly language, compiled and then downloaded to the controller. This course is intended for students majoring in Engineering Technology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities

ACTION

Adoption of a new course at City College.

Proposed course at City College:

248A Professional Activities/ Tennis
1 hour lecture, 3 hours lab, 2 units
Letter Grade or Credit/No Credit Option

Corequisite: PHYE 220.

This course covers the theoretical concepts necessary for students to compete successfully in their first intercollegiate tennis season. Topics covered include mechanical analysis of fundamental through advanced tennis skills, offensive and defensive strategies, statistics, and rules. This course is offered separately for men and women who are interested in competing at the intercollegiate level. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities

Food Service Occupations

ACTION

Deactivation of a program at Mesa College.

Proposed deactivation at Mesa College:

**~~Certificate of Achievement:
Food Service Occupations~~**

Courses Required for the Major:Units	
FOOD 105, Fundamentals of Food Production	3
FOOD 107, Sanitation, Safety and Equipment	3
FOOD 110, Basic Food Preparation	5
FOOD 115, Food Service Operations and Management	3
FOOD 120, Food Service, Catering, and Advanced Menu Planning	3
FOOD 130, Quantity Food Preparation	3
FOOD 131, Quantity Food Preparation – Laboratory	5
FOOD 140, Food and Beverage Purchasing and Control	3
FOOD 270, Work Experience	1 4
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Total Units = 29 32	

**~~Associate in Science Degree:
Food Service Occupations~~**

Courses Required for the Major:Units	
FOOD 105, Fundamentals of Food Production	3
FOOD 107, Sanitation, Safety and Equipment	3
FOOD 110, Basic Food Preparation	5
FOOD 115, Food Service Operations and Management	3
FOOD 120, Food Service, Catering, and Advanced Menu Planning	3
FOOD 130, Quantity Food Preparation	3
FOOD 131, Quantity Food Preparation – Laboratory	5
FOOD 140, Food and Beverage Purchasing and Control	3
FOOD 201, Gourmet Food Preparation Laboratory	1 5
FOOD 205, Decorative Techniques of Buffet Catering	1 5
FOOD 210, Baking and Pastry	2 5
FOOD 270, Work Experience	1 4
FOOD 291, Food Service Practicum	1 3
BUSE 101, Business Mathematics	3
NUTR 150, Nutrition	3
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Total Units = 44 56	

Hotel-Motel Management

ACTION

Deactivation of a program at Mesa College.

Proposed deactivation at Mesa College:

**Certificate of Achievement:
Hotel-Motel Management**

Courses Required for the Major: Units

HOTL 105, Hotel-Motel Front Office Procedures	3
HOTL 110, Introduction to Hotel-Motel Management	3
HOTL 115, Applied Hotel-Motel Law	3
HOTL 120, Hotel-Motel Sales Promotion	3
HOTL 270, Work Experience, or elective	3
ACCT 186, Accounting for Professional Offices, or ACCT 116A, Financial Accounting	3-4
BUSE 119, Business Communications	3
BUSE 150, Human Relations in Business	3
FOOD 115, Food Service Operations & Management ..	3
FOOD 140, Food & Beverage Purchasing & Control ..	3
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Total Units =	30-31

**Associate in Science Degree:
Hotel-Motel Management**

Courses Required for the Major: Units

HOTL 105, Hotel-Motel Front Office Procedures	3
HOTL 110, Introduction to Hotel-Motel Management	3
HOTL 115, Applied Hotel-Motel Law	3
HOTL 120, Hotel-Motel Sales Promotion	3
HOTL 270, Work Experience or elective	3
ACCT 186, Accounting for Professional Offices, or ACCT 116A, Financial Accounting	3-4
BUSE 119, Business Communications	3
BUSE 150, Human Relations in Business	3
FOOD 115, Food Service Operations & Management ..	3
FOOD 140, Food & Beverage Purchasing & Control ..	3
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Total Units =	30-31

Manufacturing Technology

ACTION

Deactivation of a program at City College.

Proposed deactivation at City College:

**Certificate of Completion:
Manufacturing Technology***

Courses	Units
MAFG 102, Print Reading & Symbology....	3
MAFG 106, Manufacturing Processes.....	4
MAFG 115, Properties of Materials for Technicians.....	3
<hr/>	Total Units = 10