

Approved 07/12/07

A. NAME OF DOCKET ITEM

Consideration and approval of new or revised courses and programs.

B. STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose

Section 55002(b) of Title 5 requires that the local district governing board approve non-credit courses, fee and non-fee, offered by the District. The following curriculum changes are proposed for City College, Mesa College, Miramar College and Continuing Education:

Administration of Justice	Adoption of a new course at Miramar College	Attachment A
Automotive Technology	Adoption of three new non-credit courses at Continuing Education.	Attachment B
Communications	Adoption of two non-credit courses at Continuing Education.	Attachment C
Computer and Information Sciences	Adoption of a course deactivation at City College.	Attachment D
Computer and Information Sciences	Adoption of two new non-credit courses at Continuing Education.	Attachment E
English as a Second Language	Adoption of a new non-credit course at Continuing Education.	Attachment F
Foods and Nutrition	Adoption of a new non-credit course at Continuing Education.	Attachment G
High School Diploma Program	Adoption of three new non-credit courses at Continuing Education.	Attachment H
Industrial Technology	Adoption of a new non-credit course at Continuing Education.	Attachment I
Mechanical Technology	Adoption of a new non-credit course at Continuing Education.	Attachment J
Military Studies	Adoption of five new courses at Miramar College.	Attachment K1-K2
Physical Therapist Assistant	Adoption of a course deactivation at Mesa College.	Attachment L

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

ACTION

Adoption of a new course at Miramar College.

Proposed course at Miramar College:

**386 Leadership Theory and Practice**  
**3 hours lecture, 3 units**  
**Grade Only**

*Advisory:* English 101 with a grade of "C" or better, or equivalent or Assessment Skill Levels R6 and W6.

*Limitation on Enrollment:* This course is not open to students with previous credit for Military Science 110.

This course provides an interdisciplinary foundation in the field of leadership theory and practice. Students study the foundational principles, definitions, and various models of leadership. Topics include leadership traits, skills, styles, and processes; contingency, path-goal, and leader-member exchange theory; psychological, social, and cultural aspects of leadership; and ethics. Students also develop a personal philosophy of leadership and its application to the workplace and everyday life. This course is designed for current or future leaders in public safety organizations, the armed forces, government, business, academia, and non-profit organizations. This course is cross-listed as Military Science (MILS) 110. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

ACTION

Adoption of three new non-credit courses at Continuing Education.

Proposed courses at Continuing Education:

**411A Auto Body Refinishing Technician**  
**415 Total hours**  
**Non Fee**

This open-entry/exit certified training course is designed to teach skills required for entry-level employment in auto body refinishing and related industries. This course includes guided practice in a simulated work environment, in sanding, masking, detailing, spot painting, and complete body painting. Course competencies are based on standards developed by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry Conference on Auto Collision Repair standards I-CAR. (FT)

**414 Basic Upholstery Skills**  
**250 Total hours**  
**Non Fee**

This is an open-entry/exit, competency based course providing training and hands-on experience for entry-level employment in the automotive, furniture and related upholstery industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

**507A Engine/Electrical/Performance**  
**310 Total hours**  
**Non Fee**

Prerequisite: Valid California Driver's License.  
An open entry/open exit course in the skills required for entry-level employment as an automotive technician. The course includes instruction in safety procedures and the proper use of hand tools and equipment; and diagnosing and repairing malfunctions in the gasoline engine and its electrical, fuel and emission control systems to NATEF standards. This course is articulated with the Miramar College automotive program – college credit may be awarded. (FT)

ACTION

Adoption of two new non-credit courses at Continuing Education.

Proposed courses at Continuing Education:

**630A Interactive Media-Multimedia**

**320 Total hours**

**Non Fee**

This course is designed to provide students with the fundamentals of interactive media design and technical skills for employment or additional education and training. It provides a hands-on approach to planning, designing and creating interactive multimedia projects. This course will include the development of a portfolio of interactive projects, team activities and possible internships with industry partners. (FT)

**630B Interactive Media-Web**

**265 Total hours**

**Non Fee**

This course is designed to provide students with the fundamentals of interactive media design and technical skills for employment or additional education and training. It provides a hands-on approach to planning, designing and creating interactive Web pages for an intranet or World Wide Web site. This course will include the development of a portfolio of interactive projects, team activities and possible internships with industry partners. (FT)

ACTION

Adoption of a course deactivation at City College.

Proposed course deactivation at City College:

**124B Data Base Programming II**  
**.75 hours lecture, .75 hours lab, 1 unit**  
**Grade Only**

*Limitation on Enrollment:* This course is not open to students with previous credit for Computer and Information Sciences 124.

This course includes advanced theories in the development of a data base system using a selected data base application. Emphasis will be placed on the actual development and programming. The application to be used will be announced in the college class schedule. (FT)  
Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Computer and Information Sciences

ACTION

Adoption of two new non-credit courses at Continuing Education.

Proposed courses at Continuing Education:

**625 Web Server Maint & Security 1**

**450 Total hours**

**Non Fee**

This course deals with topics such as planning and installation of operating system software, TCP/IP networking concepts and implementation, computer programming, setup and maintenance of both the Internet Information System (IIS) and Apache web servers, security of the operating system, and the web server.  
(FT)

**626 Web Server Maint & Security 2**

**450 Total hours**

**Non Fee**

This course focuses on CGI scripting and using common programming languages such as VB Scripting, Perl, and PHP. Implementation of associated server functions such as Domain Name Services and email (SendMail, MS Exchange) are covered as well as Web databases.  
(FT)

ACTION

Adoption of a new non-credit course at Continuing Education.

Proposed course at Continuing Education:

**441 ESL/Citizenship Interview Prep**  
**270 Total hours**  
**Non Fee**

This course emphasizes the skills needed to pass the oral interview with the United States Citizenship and Immigration Services (USCIS) in order to become a naturalized citizen. The course focus is on the content of the N-400 form, with review of its vocabulary and questions. The course also reviews American History and Government with interactive practice, and reviews skills necessary to pass the reading and written test portions of the interview. Using mock interviews, the course combines all parts of the interview process to assess the skills needed to pass the USCIS interview. (FT)

ACTION

Adoption of a new non-credit course at Continuing Education.

Proposed course at Continuing Education:

**628 Advanced Bakeshop Skills**

**108 Total hours**

**Non Fee**

Prerequisite: FDNT 627 Professional Bakeshop Skills; FDNT 675 Culinary Arts V; or teacher recommendation.

Learn advanced bakeshop skills, baking and pastry making. Explore the advanced culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of advanced bakeshop products. Advanced plating techniques will be highlighted. (FT)



High School Diploma Program

ACTION

Adoption of three new non-credit courses at Continuing Education.

Proposed courses at Continuing Education:

**411 English 3-4, Second Semester**

**90 Total hours  
Non Fee**

In this course, students read, analyze, discuss and think critically using a variety of works and sources. Students write essays and other types of texts for various purposes and audiences that demonstrate effective logical, and precise presentation of ideas. Instruction in each standards-based unit of study interrelates reading, writing, oral communication and language study. (FT)

**416 American Literature 1&2 Sem 2**

**90 Total hours  
Non Fee**

The second semester of American Literature emphasizes skills and strategies for independent reading, analyzing, and writing about works of American literature from the late 19th century to the present. Relevant social, political, cultural, and religious issues in works from the Age of Realism, the Modernist Period, and the Post Modern Era are discussed. Instruction in each standards-based unit of study interrelates reading, writing, oral communication, and language study. (FT)

**466 Algebra 3-4, Second Semester**

**90 Total hours  
Non Fee**

Prerequisite: Successful completion of Algebra 3-4 first semester or equivalent. This two semester course complements and expands the mathematical content and concepts introduced in Algebra 3-4, first semester. Algebra 4 covers systems of equations and inequalities, quadratic functions and their graphs, nonlinear inequalities, binomial theorem, sequences and series, and solid geometry. The course includes application problems involving the topics covered. (FT)

Industrial Technology

ACTION

Adoption of a new non-credit course at Continuing Education.

Proposed course at Continuing Education:

**405A Machine Shop**

**260 Total hours  
Non Fee**

Prerequisite: INDT 405 Basic Machine Shop  
This is an open entry/exit course designed to prepare students for entry-level employment in the machine industry. The course includes shop safety, use of precision measuring tools, shop math, milling machine operation, precision grinding and introduction to automated manufacturing, including Computer Numerical Control. College credit may be available upon petition. (FT)

Mechanical Technology

ACTION

Adoption of a new non-credit course at Continuing Education.

Proposed course at Continuing Education:

**400A Refrigeration/Air Conditioning**  
**285 Total hours**  
**Non Fee**

This is an open entry/exit course in the entry level skills required for employment in the Refrigeration and Air Conditioning Repair industry. Instruction in the theory of operation, diagnosis, and the repair of major household refrigeration and air conditioning units is included. (FT)

ACTION

Adoption of five new courses at Miramar College.

Proposed courses at Miramar College:

**101 Introduction to Military Science**  
**2 hours lecture, 2 units**  
**Grade Only**

*Advisory:* 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 structure, organization, and practices of the U.S. military. Students examine the historical foundations, intergovernmental structure, and general organization of the military and its component service branches. Other topics include the military chain of command, rank structure, job categories and classification, customs and courtesies, and personnel policies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**110 Leadership Theory and Practice**  
**3 hours lecture, 3 units**  
**Grade Only**

*Advisory:* English 101 with a grade of "C" or better, or equivalent or Assessment Skill Level W6 and R6.

*Limitation on Enrollment:* This course is not open to students with previous credit for Administration of Justice 386. This course provides an interdisciplinary foundation in the field of leadership theory and practice. Students study the foundational principles, definitions, and various models of leadership. Topics include leadership traits, skills, styles, and processes; contingency, path-goal, and leader-member exchange theory; psychological, social, and cultural aspects of leadership; and ethics. Students also develop a personal philosophy of leadership and its application to the workplace and everyday life. This course is designed for current or future leaders in public safety organizations, the armed forces, government, business, academia, and non-profit organizations. This course is cross-listed as Administration of Justice (ADJU) 386. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**120 Military Justice, Ethics, and the Law of Armed Conflict**  
**3 hours lecture, 3 units**  
**Grade Only**

*Advisory:* English 101 with a grade of "C" or better, or equivalent or Assessment Skill Level R6 and W6

This course introduces students to the military justice system, ethics, and the laws pertaining to organized warfare. The course covers a broad overview of military law, including rules of evidence, legal procedure, criminal law, civil law, legal services, and the Law of Armed Conflict. Other topics include means of entry into the military, the rights of service members, ethical theory, and government standards of conduct. This course emphasizes the practical application of legal and ethical concepts to common types of decisions made by military leaders. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities

**200 Applied Military Leadership**  
**1 hour lecture, 1 unit**  
**Grade Only**

*Prerequisite:* Military Science 101 with a grade of "C" or better, or equivalent.

*Corequisite:* Completion of or concurrent enrollment in Military Science 110 with a grade of "C" or better, or equivalent.

This course integrates the knowledge, skills, and concepts developed in Military Science courses with practical experience in the field. It emphasizes the practical application of leadership skills in a real-world military-related setting, such as a leadership position in the armed forces, volunteer work with military families, or service with a military-affiliated organization (such as the USO or veterans organizations). The course uses lecture hours for orientation, review, feedback, self-assessment, and problem solving. In addition, students must spend at least 30 hours gaining practical field experience. This "capstone course" is intended for students completing the Military Leadership degree or certificate program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**270 Work Experience in Military Leadership**  
**1 - 4 units, 1 hour other**  
**Grade Only**

*Limitation on Enrollment:* Must obtain an Add Code from Work Experience Coordinator for enrollment. To receive credit a student must complete a minimum of seven units during the semester, including work experience.

A program of on-the-job learning experiences for students employed in a job related to their major. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work. This course may be taken four times for a maximum of 16 units. However, the combined maximum credit for all Work Experience courses from all disciplines may not exceed 16 units.

(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

## Physical Therapist Assistant

### ACTION

Adoption of a course deactivation at Mesa College.

Proposed course deactivation at Mesa College:

#### **140A Directed Clinical Practice**

**1 unit, 5 hours other  
Grade Only**

*Prerequisite:* Physical Therapist Assistant 111 with a grade of "C" or better, or equivalent.

*Corequisite:* Completion of or concurrent enrollment in Physical Therapist Assistant 120, 122 and 123, each with a grade of "C" or better, or equivalent.

*Limitation on Enrollment:* Special Admission - must be admitted to program.

This course provides the future Physical Therapist Assistant (PTA) a supervised application of previously learned techniques and skills in the treatment of patients in a selected clinical facility affiliated with the college. Student practice will be coordinated by a member of the college staff. Supervision of the student is shared by the staff of the affiliating institution and the college faculty. Seventy-five clinical hours are required to complete this course. (FT) Associate Degree Credit only and not Transferable.