

Approved 10/09/08

A. NAME OF AGENDA ITEM

Consideration and approval of new or revised courses and programs.

B. STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose

Sections 55002, 55130 and 55150 of Title 5 requires the local district governing board approve degree-applicable credit courses, nondegree-applicable credit courses, noncredit courses, community services offerings, and credit and noncredit programs.

The following curriculum changes are proposed for the San Diego Community College District for City College, Mesa College, Miramar College or Continuing Education:

Accounting

Adoption of a course deactivation at Mesa College. (**Attachment A**)

Business

Adoption of a course deactivation at Miramar College. (**Attachment B**)

Computer Business Technology

Adoption of a new course at City College. (**Attachment C**)

Journalism

Adoption of a new course at City and Mesa College. (**Attachment D**)

Peace Studies

Adoption of a new course at City College. (**Attachment E**)

Real Estate

Adoption of a course reactivation at City College. (**Attachment F**)

2. Cost and Funding

There is no additional cost to the District

C. PROPOSAL

The Board of Trustees hereby grants authority to take the action outlined in Part A.

Otto Lee
Vice Chancellor
Instructional Services

Accounting

ACTION

Adoption of a course deactivation at Mesa College.

Proposed course deactivation at Mesa College (no longer at any college):

186 Accounting for Professional Offices

3 hours lecture, 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.

Accounting systems for medical, legal and dental offices, including the pegboard systems and introduction to computerized accounting.

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

ACTION

Adoption of a course deactivation at Miramar College.

Proposed course deactivation at Miramar College (no longer at any college):

102 Introduction to Customer Service

3 hours lecture, 3 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 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. (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:

207 Advanced RIM Applications
3 hours lecture, 3 units
Grade Only

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

ACTION

Adoption of a new course at City and Mesa College.

Proposed course at City and Mesa College:

205 Editing for Print Journalism
2 hours lecture, 3 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: 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. (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:

277C Service Learning -- Community: Peace Studies

**1 - 3 hours lecture, 1 - 3 units
Grade Only**

Corequisite: Completion of or concurrent enrollment in: Peace Studies 101 with a grade of "C" or better, or equivalent.

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

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

ACTION

Adoption of a course reactivation at City College.

Proposed course reactivation at City College:

**111 Introduction to Uniform Standards of
Professional Appraisal Practice (USPAP)
1 hour lecture, 1 unit
Grade Only**

Advisory: Real Estate 110 with a grade of "C" or better, or equivalent.

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