

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:

Computer Business Technology

Adoption of two new courses at City and Miramar College (**Attachment A**)

Records Information Management

Adoption of a new program at City College. (**Attachment B**)

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

Computer Business Technology

ACTION

Adoption of two new courses at City and Miramar College.

Proposed courses at City and Miramar College:

143 Intermediate Microsoft Excel
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Completion of or concurrent enrollment in: Computer Business Technology 101, 114, and 140 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 covers intermediate-level functions and projects using Microsoft Excel. Topics include charts, pivot tables, functions, formulas, data validation, autofilters, macros, visual basic for applications, and collaboration with other programs. This course is intended for students majoring in a computer business technology field or anyone interested in expanding knowledge and competency with Microsoft Excel. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 Beginning Microsoft Access
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only

Advisory: Completion of or concurrent enrollment in: Computer Business Technology 101 and 114, 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 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 or anyone interested in learning the fundamental functions of Microsoft Access. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Records Information Management

Pursuant to Section 78016 of the Education Code, the following is a program review summary:
Records Information Management.

- A. Labor Market Information¹: The annual average number of persons employed in the Records Information Management program area is 369,100 in San Diego County in the 2006 Employment year. Approximately 410,300 new job openings per year are projected through 2016.
- B. Duplication²: Information Management Technology at Mesa College is the closest program to this one; it was written in 2003. This new program emphasizes the role of the records manager. All other county colleges have individual courses in Records Management.
- C. Effectiveness³: Program Area OR the projected enrollment 25 students for the 2009-2010 year in a New Program area.
 - 1. Information was obtained from the State of California Employment Development Department.
 - 2. Information was obtained from SDCCD CurricUNET website and other college websites.
 - 3. Information was obtained from current enrollment in CBTE 205 and 206 at San Diego City College.

ACTION

Adoption of a new Program at City College.

Proposed Program at City College

**Certificate of Achievement
Records Information Management**

Courses Required for the Major:	Units
BUSE 119, Business Communications	3
CBTE 114, Introduction to Microsoft Windows	1
CBTE 151, Introduction to Microsoft Access	1
CBTE 180, Microsoft Office	3
CBTE 205, Records Management	3
CBTE 206, Electronic Records Management.....	3
CBTE 207, Advanced RIM Applications	3
LIBS 101, Information Literacy and Research Skills.....	1
Total Units = 18	

**Associate in Science Degree
Records Information Management**

Courses Required for the Major:	Units
BUSE 101, Business Mathematics	3
BUSE 119, Business Communications	3
CBTE 114, Introduction to Microsoft Windows	1
CBTE 151, Introduction to Microsoft Access.....	1
CBTE 164, Introduction to Microsoft Outlook	1
CBTE 180, Microsoft Office	3
CBTE 205, Records Management	3
CBTE 206, Electronic Records Management	3
CBTE 207, Advanced RIM Applications	3
CBTE 210, Computers in Business OR	
CBTE 211, Office Administration.....	3
LIBS 101, Information Literacy and Research Skills.	1
Total Units = 25	