

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:

Business Management

Adoption of three new courses at Continuing Education. **(Attachment A)**

Fire Protection Technology

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

Business Information Technology

Adoption of two program revisions at Continuing Education. **(Attachment C)**

Business Management

Adoption of a new program at Continuing Education. **(Attachment D)**

Computer and Information Science

Adoption of a new program at Continuing Education. **(Attachment E)**

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.

Stephanie Bulger, Ph.D.  
Vice Chancellor  
Instructional Services

ACTION

Adoption of three new courses at Continuing Education.

Proposed new courses at Continuing Education:

**632 Small Business Skills**

This course provides students with the business practices and skills needed to grow an existing small business. Students will learn the roles of the entrepreneur, goal setting, communication best practices, negotiation skills and business processes to increase profits and manage a growing business. Topics include developing a vision statement, establishing a healthy business and personal lifestyle, time management, effective delegation techniques and redesigning business processes. (FT)

**633 Small Business Sales**

This course provides students with trust-based sales strategies needed to grow an existing small business. Students will learn about building trust with customers, sales ethics, understanding buyers and developing a sales team that are fundamental to increase profits. Topics include customer relationship management, sales prospecting, developing presentations and creating mutual opportunities. Students will learn sales fundamentals and select strategies to promote small business growth. (FT)

**634 Small Business Marketing**

This course provides students with the marketing principles, practices, and strategies needed to grow an existing small business. Students will learn about market research, product, distribution, promotion and pricing tactics used to increase profits. Topics include advertising, public relations, social media and product development. Students will learn how to understand marketing fundamentals and select strategies for small business growth. (FT)

ACTION

Adoption of a course reactivation Miramar College.

Proposed course reactivation at Miramar College:

**324D Intermediate Wildland Fire Behavior S-290**

**32 - 44 hours lab, 0.5 units  
Grade Only**

*Advisory:* 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.

*Limitation on Enrollment:* This course is not open to students with previous credit for Fire Protection Technology 310O.

This classroom-based skills course prepares prospective supervisors to undertake safe and effective fire management operations. This second course in a series continues developing fire behavior prediction knowledge and skills. Students also focus on fire environment differences and local conditions. This course is intended for practicing firefighters. (FT) Associate Degree Credit only and not Transferable.

ACTION

Adoption of two program revisions at Continuing Education.

Proposed program revisions at Continuing Education:

**Certificate of Completion  
Administrative Assistant Program**

**The following core courses must be taken to complete the program:**

OFSY 510 Database Systems: Beginning  
OFSY 511 Database Systems: Intermediate  
OFSY 516 Internet Basics  
OFSY 577 Spreadsheets: Advanced  
OFSY 599 Word Processing: Advanced  
~~OFSY 517 Telecommunications~~  
~~OFSY 520 Desktop Publishing~~  
~~OFSY 522 Page Layout~~  
~~OFSY 598 Word Processing: Projects~~

**Certificate of Completion  
Network Security Specialist  
Program**

**The following core courses must be taken to complete the program:**

COMP 600 Introduction to Networking  
COMP 601 Intro to Router Configuration  
COMP 602 Local Area Network Design  
COMP 603 Wide Area Network Design  
COMP 606 CISCO Networking Security 1  
~~COMP 607 CISCO Networking Security 2~~

## Business Management

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

### Certificate of Completion Small Business Growth Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Small Business Growth program area is 95,200 in the 2012-2022 employment years. Approximately 4,490 new job openings are projected through 2012-2022.
- B. Duplication<sup>2</sup>: City College, Cuyamaca College, MiraCosta College, and Southwestern College (credit programs).
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 50 for the 2015-2016 years in the new program area.
1. Labor Market Information, Employment Development Department, California.
  2. Labor Market Information, Employment Development Department, California (management analysts).
  3. Web, and institution's class schedules and catalogs.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Small Business Growth**

**The following courses must be taken to complete the program:**

BUSN 632 Small Business Skills

BUSN 633 Small Business Sales

BUSN 634 Small Business Marketing

## Computer and Information Science

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

### Certificate of Completion Desktop Technician Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Desktop Technician program area is 14,546 in the 2013 employment year. Approximately 1,421 new job openings are projected through 2013-2016.
- B. Duplication<sup>2</sup>: City College, Cuyamaca College, MiraCosta College, and Southwestern College.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 50 for the 2015-2016 years in the new program area.

1. Labor Market Information, Employment Development Department, California.
2. Labor Market Information, Employment Development Department, California.
3. Web, and institution's class schedules and catalogs.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Desktop Technician Program**

**The following courses must be taken to complete the program:**

COMP 608 Basic Network Configuration  
COMP 612 Hardware Service Technician  
COMP 640 Window Operating Systems