

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

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

Computer and Information Sciences

Adoption of a new course at Mesa College. **(Attachment B)**

Consumer Studies

Adoption of a course deactivation at Mesa and Miramar Colleges.  
**(Attachment C)**

English

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

Emergency Medical Technician

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

Health Information Management

Adoption of 13 new courses at Mesa College. **(Attachment F)**

High School Diploma Program

Adoption of two new courses at Continuing Education. **(Attachment G)**

Nutrition

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

Psychology

Adoption of a new course at Mesa College. **(Attachment I)**

Administration of Justice

Adoption of two program revisions at Miramar College. **(Attachment J)**

Business Management

Adoption of two program revisions at Mesa College. **(Attachment K)**

Stephanie Bulger, Ph.D.  
Vice Chancellor  
Instructional Services

B. STATEMENT OF ISSUE/PURPOSE (continued)

1. Background and Purpose: (continued)

Child Development

Adoption of four program revisions at Mesa College. (**Attachment L**)

Computer and Information Science

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

Consumer and Nutrition Studies

Adoption of three program revisions at Mesa College. (**Attachment N**)

Exercise Science

Adoption of a program revision at Mesa College. (**Attachment O**)

Health Information Management

Adoption of a program revision at Mesa College. (**Attachment P**)

High School Diploma Program

Adoption of a program revision at Continuing Education. (**Attachment Q**)

Liberal Arts and Sciences

Adoption of two program revisions at Mesa College. (**Attachment R**)

Real Estate

Adoption of a program revision at Mesa College. (**Attachment S**)

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.

ACTION

Adoption of a new course at Mesa College.

Proposed new course at Mesa College:

**190 Academic and Career Opportunities in  
Business**

**16 - 18 hours lecture, 1 units  
Grade Only**

*Advisory:* English 42 and English 43, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R4 and W4.

This course is a study of career options in the field of business administration. Emphasis is placed on the identification of career-related strengths and interests and information on post-baccalaureate options in related fields within business administration. This course is designed for students interested in majoring in business administration. (FT) Associate Degree Credit & transfer to CSU.

ACTION

Adoption of a new course at Mesa College.

Proposed new course at Mesa College:

**401 Database Management and Design for  
Healthcare Professionals**

**48-54 hours lecture, 48-54 hours lab, 4 units  
Grade Only**

*Advisory:* Computer and Information Sciences  
181 with a grade of “C” or better, or equivalent.

*Limitation on Enrollment:* Must be admitted to the  
Health Information Management program.

This course discusses advanced topics in  
database management and design. The concepts  
covered in this course include programming  
language, current database structures utilized in  
healthcare, effective communication with end  
users and key stakeholders, identifying goals and  
requirements in database projects, performing  
end user analysis, and creating data models for  
performance improvement. Students explore all  
aspects of the data lifecycle from capture to  
storage and utilization to destruction. This course  
is designed for health information management  
majors. (FT)

ACTION

Adoption of a course deactivation at Mesa and Miramar Colleges.

Proposed course deactivation at Mesa and Miramar Colleges:

**110 Personal Financial Management**

**48 - 54 hours lecture, 3 units**

**Letter Grade or Pass/No Pass Option**

*Advisory:* English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5; Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30.

This course is a study of the theories and techniques for managing personal income. Emphasis is placed on financial goal setting, culminating in the development of a personal financial plan. Topics include practical methods for gaining maximum advantages from income through efficient spending, effective use of credit, savings, budgeting, insurance, and investment. Stock portfolios and retirement planning are also discussed. This course is designed for anyone interested in developing personal financial management skills. (FT) Associate Degree Credit & transfer to CSU. UC Transfer Course List.

ACTION

Adoption of a new course at Mesa College.

Proposed new course at Mesa College:

**401 Advanced Writing for Healthcare  
Professionals**

**48-54 hours lecture, 3 units  
Grade Only**

*Prerequisite:* English 205 with a grade of “C” or better, or equivalent.

*Limitation on Enrollment:* Must be admitted to the Health Information Management program.

This course provides an overview of writing for healthcare professionals. The primary concepts include effective workplace writing, the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; the five stages of the writing process, critical reading of medical records and reports, and developing appropriate written responses to workplace challenges. Other topics will include research writing in APA format and grant writing. This course is designed for health information management majors. (FT)

ACTION

Adoption of a course deactivation at Miramar College.

Proposed course deactivation at Miramar College:

**353 Prehospital Trauma Life Support Inservice**  
**16 - 18 hours lecture, 1 units**  
**Letter Grade or Pass/No Pass Option**

*Advisory:* English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

This course provides inservice training for prehospital trauma life support based on current National Association of Emergency Medical Technicians (NAEMT) guidelines. Students learn appropriate early treatment for trauma patients. This course is intended for practicing healthcare providers. Not applicable to the Associate Degree.

ACTION

Adoption of 13 new courses at Mesa College.

Proposed new courses at Mesa College:

**405 Foundations of Health Information Management**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course provides an advanced level perspective on topics relevant to the health information management (HIM) profession. The concepts covered in this course include an overview of emerging issues such as HIM systems management, clinical classification systems, governance and stewardship, data quality and management, health information exchange, electronic health records, revenue cycle management, compliance and risk management. This course is designed for health information management majors. (FT)

**408 Ethics in Healthcare Administration**

**48-54 hours lecture, 3 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course provides a comprehensive foundation for ethics in healthcare management and administration. Students will gain knowledge of the theory and concepts of ethics and its application to health information and healthcare administration for them to be able to model sound decision making and ethical practice. Ethics related to the United States healthcare system around patient access, quality and cost will be addressed. This course is designed for health information management majors. (FT)

**410 Healthcare Informatics**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course is designed to bring together healthcare generated information and technology for the purpose of improving quality of care in a cost-effective manner. The primary concepts covered include data standards, data management, health information exchange, clinical decision support, privacy and security issues involving protected health information, emerging trends, data governance, and new technologies. This course is designed for health information management majors. (FT)

**415 Healthcare Analytics**

**48-54 hours lecture, 48-54 hours lab, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course focuses on the analysis of data for the purpose of generating information resulting in actionable decisions. The primary concepts covered in this course include advanced health care statistics, data analysis, mining and exploration. Microsoft Excel is utilized to analyze data and information related to clinical and business systems in healthcare. This course is designed for health information majors. (FT)



**418 Topics in Legal and Compliance for Healthcare Professionals**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course focuses on the laws and regulations applicable to healthcare compliance. Topics include federal and state law enforcement and reporting requirements, risk management, audit trails, fraud detection, ethical and legal requirements related to coding, personal health record (PHR), analysis of privacy, security, and confidentiality policies and procedures. This course is designed for health information management majors. (FT)

**420 Principles of Finance for Health Information Management**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course covers the fundamentals of financial management in the healthcare setting. The primary concepts covered in this course include capital, operating and/or project budgets using basic accounting principles, performing cost-benefit analysis for resource planning and allocation, evaluating vendor contracts, and negotiation skills. This course is designed for health information management majors. (FT)

**425 Revenue Cycle Management**

**48-54 hours lecture, 3 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course covers advanced topics in healthcare revenue cycle management. Concepts covered in this course include healthcare classification systems and terminologies, chargemaster management, revenue cycle and audit processes, utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement. This course is designed for health information management majors. (FT)

**430 Human Resources Management in Healthcare**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course examines the complexities and multiple issues and best practices involved in human resources management in healthcare organizations. The primary concepts covered in this course include managing people in all aspects of their work, recruiting, interviewing, and hiring, compensation and benefits, motivational strategies, performance appraisals, promotions, and terminations. This course is designed for health information management majors. (FT)

**435 Project Management in the Healthcare Setting**

**48-54 hours lecture, 3 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course is designed as a high-level overview of project management utilized in healthcare settings. The primary concepts in this course include project management techniques such as project selection, management, organization, planning, conflict resolution, negotiation, budgeting, scheduling, change management, business process reengineering, and termination of the project. This course is designed for health information management majors. (FT)

**440 Leadership and Strategic Management for Healthcare Professionals**

**64-72 hours lecture, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course examines the theory and practice of leadership, strategic management, and change management in healthcare settings. The primary concepts covered in this course include an overview of emerging issues such as business planning, organizational change, innovation, strategic planning, leadership thinking and goals, change implementation and strategies for successful transitions. This course is designed for health information management majors. (FT)

**445 Healthcare Information Systems Analysis and Design**

**48-54 hours lecture, 48-54 hours lab, 4 units  
Grade Only**

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course is designed to prepare students in the planning, analysis, design, and implementation of healthcare computer-based information systems. The concepts include system requirements, systems development lifecycle, system architecture including database design, data warehousing, workflow concepts, and systems performance management. This course is designed for health information management majors. (FT)

**455 Applied Research Project in Health Information Management**

**48 - 54 hours lecture, 3 units  
Grade Only**

*Co-requisite:* Health Information Management 460.

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course is the capstone for the health information management baccalaureate degree. This course integrates the theoretical and technical content of the health information management program courses. Ethical considerations for health information managers and information management support for biomedical research are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student or instructor, supporting a local HIM community of interest. This course is designed for Health Information Management majors. (FT)

**460 Advanced Directed Clinical Placement**

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

*Co-requisite:* Health Information Management 460.

*Limitation on Enrollment:* Must be admitted to the Health Information Management program. This course provides supervised onsite professional practice experience (PPE) for Health Information Management students. This course integrates theory and professional practice in health information management. Emphasis is placed on applying management theories to actual work settings, practice of professional behavior, ethics, and self reflection including career goals. Project topics will support a local HIM community of interest and will be designed by the student, instructor, and the PPE site manager. Note: This course may require student travel. To meet course requirements the student may be required to be available during normal business hours (i.e. 8:00 am to 5:00 pm) for site visits, conduction of professional interviews, and data gathering. This course is designed for Health Information Management majors. (FT)

## High School Diploma Program

### ACTION

Adoption of two new courses at Continuing Education.

Proposed new courses at Continuing Education:

#### **513 Earth Science 1**

This course provides an introduction to the scientific method, the geographic coordinate system, the solar system, the composition of earth, and dynamic earth processes. The laboratory component utilizes both hands-on and online activities. (FT)

#### **514 Earth Science 2**

This course will introduce students to historic geology, California geology, surface processes, atmospheric and oceanic sciences, and resources and the environment. The laboratory component utilizes both hands-on and online activities. (FT)

ACTION

Adoption of a course deactivation at Mesa College.

Proposed course deactivation at Mesa College:

**89 Modified Diets**

**32 - 36 hours lecture, 2 units**

**Grade Only**

*Prerequisite:* Nutrition 150 with a grade of "C" or better, or equivalent.

*Advisory:* English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5; Mathematics 34A with a grade of "C" or better, or equivalent or Assessment Skill Level M20.

*Limitation on Enrollment:* This course is not open to students with previous credit for Nutrition 90 or Nutrition 180 with a grade of "C" or better.

This course is the study of the concepts of nutrition as they relate to the functioning of nutrients in the human body. Emphasis is placed on specific nutritional and dietary modifications required for a variety of common medical conditions. This course is designed for the student planning on employment as a dietetic service supervisor. (FT) Associate Degree Credit only and not Transferable.

ACTION

Adoption of a new course at Mesa College.

Proposed new course at Mesa College:

**401 Organizational Psychology for the  
Healthcare Professional**

**48-54 hours lecture, 3 units**

**Grade Only**

*Prerequisite:* Psychology 101 with a grade of “C” or better, or equivalent.

*Limitation on Enrollment:* Must be admitted to the Health Information Management program.

This course examines the methodology and content of Industrial and Organizational Psychology (I/O) Psychology. This is the branch of psychology that examines people in the workplace and all the factors that affect how people behave at work. The concepts include individual, group, and organizational issues that enhance the understanding of the world of healthcare. Research findings involved in the study of how people behave, think about, influence, and interact with each other at work, with an emphasis on factors that affect job performance are also discussed. This course is designed for health information management majors. (FT)

ACTION

Adoption of two program revisions at Miramar College.

Proposed program revisions at Miramar College:

**Certificate of Achievement  
Law Enforcement Supervision**

<b>Courses Required for the Major:</b>	<b>Units</b>
ADJU 381 P.O.S.T. Certified Regional Academy Module 1.....	15
ADJU 382 P.O.S.T. Certified Regional Academy Module 2.....	4.5
ADJU 383 P.O.S.T. Certified Regional Academy Module 3.....	2
ADJU 384 P.O.S.T. Certified Regional Academy Module 4.....	4
<del>ADJU 312 Basic Supervisory Course.....</del>	<del>3</del>
<u>ADJU 312A Basic Supervisory Course.....</u>	<u>1.5</u>

**Total Units = ~~28.5~~ 27**

**Certificate of Achievement  
Technical Achievement for Field  
Training Officers**

<b>Courses Required for the Major:</b>	<b>Units</b>
ADJU 381 P.O.S.T. Certified Regional Academy Module 1.....	15
ADJU 382 P.O.S.T. Certified Regional Academy Module 2.....	4.5
ADJU 383 P.O.S.T. Certified Regional Academy Module 3.....	2
ADJU 384 P.O.S.T. Certified Regional Academy Module 4.....	4
<del>ADJU 314 Officer Safety and Field Tactics.....</del>	<del>1.5</del>
<del>ADJU 327 Advanced Patrol Strategies .....</del>	<del>1.5</del>
<del>ADJU 330 P.O.S.T. Certified Field Training Officer Course .....</del>	<del>1.5</del>
<u>ADJU 314A Officer Safety and Field Tactics.....</u>	<u>0.5</u>
<u>ADJU 327A Advanced Patrol Strategies.....</u>	<u>0.5</u>
<u>ADJU 330A POST Certified Field Training Office Course.....</u>	<u>0.5</u>

**Total Units = ~~30~~ 27**

Business Management

ACTION

Adoption of two program revisions at Mesa College.

Proposed program revisions at Mesa College:

**Certificate of Achievement  
Business Management**

<b>Courses Required for the Major:</b>	<b>Units</b>
BUSE 100 Introduction to Business .....	3
BUSE 101 Business Mathematics .....	3
BUSE 119 Business Communications.....	3
BUSE 140 Business Law and the Legal Environment.....	3
BUSE 155 Managing the Small Business .....	3
ACCT 116A Financial Accounting .....	4
CBTE 120 Beginning Microsoft Word.....	2
CBTE 140 Microsoft Excel .....	2
ECON 120 Principles of Macroeconomics.....	3
ECON 121 Principles of Microeconomics .....	3

INTE 130 Interior Design Professional Practice .....	3
JOUR 220 Principles of Public Relations.....	3
PSYC 112 Interpersonal Relations .....	3

**Total Units = 35 - 36**

**Select one course (3 units) from the following:**

	<b>Units</b>
MARK 100 Principles of Marketing .....	3
MARK 105 Professional Selling .....	3
MARK 110 Principles of Retailing .....	3
MARK 130 Advertising Principles .....	3

**Select one course (3-4 units) from the following:**

	<b>Units</b>
<u>BUSE 120 Personal Financial Management.....</u>	<u>3</u>
<u>BUSE 190 Academic and Career Opportunities in Business .....</u>	<u>1</u>
ACCT 116B Managerial Accounting .....	4
ACCT 150 Computer Accounting Applications .....	3
FASH 110 Fashion Buying/Management.....	3
FASH 190 Fashion Entrepreneurship.....	3
HOSP 120 Event & Hospitality Marketing & Sales.....	3
HOSP 150 Hospitality Human Resources .....	3
HOSP 160 Meeting and Convention Management.....	3
HOSP 165 Special Event Management .....	3
HOSP 170 Event Promotion & Sponsorship .....	3

**Associate of Science Degree  
Business Management**

<b>Courses Required for the Major:</b>	<b>Units</b>	
BUSE 100 Introduction to Business .....	3	JOUR 220 Principles of Public Relations..... 3
BUSE 101 Business Mathematics .....	3	PSYC 112 Interpersonal Relations .....
BUSE 119 Business Communications.....	3	
BUSE 140 Business Law and the Legal Environment.....	3	
BUSE 150 Human Relations in Business .....	3	
BUSE 201 Business Organization and Management.....	3	
ACCT 116A Financial Accounting .....	4	
CBTE 120 Beginning Microsoft Word.....	2	
CBTE 140 Microsoft Excel .....	2	
CISC 181 Principles of Information Systems.....	4	
ECON 120 Principles of Macroeconomics.....	3	
ECON 121 Principles of Microeconomics .....	3	
MARK 100 Principles of Marketing .....	3	

**Total Units = 48 - 49**

**Select one course (3 units) from the**

<b>following:</b>	<b>Units</b>
MARK 105 Professional Selling .....	3
MARK 110 Principles of Retailing .....	3
MARK 130 Advertising Principles .....	3

**Select two courses (6-7 units) from the**

<b>following:</b>	<b>Units</b>
ACCT 116B Managerial Accounting .....	4
ACCT 150 Computer Accounting Applications .....	3
<u>BUSE 120 Personal Financial Management.....</u>	<u>3</u>
BUSE 155 Managing the Small Business .....	3
<u>BUSE 190 Academic and Career Opportunities</u> <u>in Business .....</u>	<u>1</u>
FASH 110 Fashion Buying/Management.....	3
FASH 190 Fashion Entrepreneurship .....	3
HOSP 120 Event & Hospitality Marketing & Sales.....	3
HOSP 150 Hospitality Human Resources .....	3
HOSP 160 Meeting and Convention Management.....	3
HOSP 165 Special Event Management .....	3
HOSP 170 Event Promotion & Sponsorship .....	3
INTE 130 Interior Design Professional Practice .....	3



ACTION

Adoption of four program revisions at Mesa College.

Proposed program revisions at Mesa College:

**Certificate of Achievement  
Associate Teacher**

<b>Courses Required for the Major:</b>	<b>Units</b>
CHIL 101 Human Growth and Development.....	3
CHIL 141 The Child, Family and Community...	3
CHIL 151 Program Planning.....	3
CHIL 180 Nutrition, Health and Safety for Children .....	3
<del>CHIL 275 Supervised Field Study.....</del>	<del>2</del>

<b>Select two courses from:</b>	<b>Units</b>
CHIL 111 Curriculum: Music/Motor Skills .....	3
CHIL 121 Creative Art.....	3
CHIL 131 Curriculum: Language/Science .....	3

<b>Select three or more units from:</b>	<b>Units</b>
CHIL 160 Observing and Understanding Children .....	2
CHIL 161 Observations and Issues in Child Development.....	2
CHIL 270 Work Experience.....	1 - 4
CHIL 291A Child Development Center Practicum .....	1
CHIL 291B Child Development Center Practicum .....	1
CHIL 291C Child Development Center Practicum .....	1
CHIL 291D Child Development Center Practicum .....	1

**Total Units = ~~23-24~~ 21-22**

**Certificate of Achievement  
Master Teacher**

<b>Courses Required for the Major:</b>	<b>Units</b>
CHIL 101 Human Growth and Development.....	3
CHIL 111 Curriculum: Music/Motor Skills .....	3
CHIL 121 Creative Art.....	3
CHIL 131 Curriculum: Language/Science .....	3
CHIL 141 The Child, Family and Community...	3
CHIL 151 Program Planning.....	3
CHIL 180 Nutrition, Health and Safety for Children .....	3
<del>CHIL 215 Adult Supervision and Mentoring in Early Childhood Settings .....</del>	<del>3</del>
<del>CHIL 275 Supervised Field Study .....</del>	<del>1-3</del>

<b>Select one of the following Specializations:</b>	<b>Units</b>
<b>Guiding Young Children/Family Life:</b>	
CHIL 160 Observing and Understanding Children <b>and</b>	
CHIL 161 Observations and Issues in Child Development.....	4

<b>OR - Special Needs:</b>	<b>Units</b>
CHIL 165 Children with Special Needs <b>and</b>	
CHIL 166 Special Needs Curriculum.....	6

<b>OR - Infant/Toddler:</b>	<b>Units</b>
CHIL 175 Infant-Toddler Growth and Development <b>and</b>	
CHIL 176 Principles of Infant/Toddler Caregiving .....	6

**Total Units = ~~29-33~~ 25-27**

**Certificate of Achievement  
Teacher**

<b>Courses Required for the Major:</b>	<b>Units</b>
CHIL 101 Human Growth and Development.....	3
CHIL 111 Curriculum: Music/Motor Skills .....	3
CHIL 121 Creative Art.....	3
CHIL 131 Curriculum: Language/Science .....	3
CHIL 141 The Child, Family and Community...3	
CHIL 151 Program Planning .....	3
CHIL 180 Nutrition, Health and Safety for Children .....	3
<del>CHIL 275 Supervised Field Study.....</del>	<del>1-3</del>

**Select one of the following three options: Units**

CHIL 165 Children with Special Needs <b>or</b>	
CHIL 175 Infant-Toddler Growth and Development <b>or</b>	
CHIL 160 Observing and Understanding Children <b>and</b>	
CHIL 161 Observations and Issues in Child Development.....	4-5

**Total Units = ~~25-28~~ 24-25**

**Associate of Science Degree  
Child Development**

<b>Courses Required for the Major:</b>	<b>Units</b>
CHIL 101 Human Growth and Development.....	3
CHIL 111 Curriculum: Music/Motor Skills .....	3
CHIL 121 Creative Art.....	3
CHIL 131 Curriculum: Language/Science .....	3
CHIL 141 The Child, Family and Community...3	
CHIL 151 Program Planning.....	3
CHIL 160 Observing and Understanding Children .....	2
CHIL 180 Nutrition, Health and Safety for Children .....	3
<del>CHIL 275 Supervised Field Study .....</del>	<del>2-3</del>

**Select one of the following three options: Units**

CHIL 161 Observations and Issues in Child Development <b>or</b>	
CHIL 165 Children with Special Needs <b>or</b>	
CHIL 175 Infant-Toddler Growth and Development.....	2-3

**Total Units = ~~27-29~~ 25-26**

## Computer and Information Science

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

### Certificate of Completion Computer Repair Technician Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Computer Repair Technician program area was 9,947 in the 2013 employment year. Approximately 1,079 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 96 for the 2015-2016 year in the new program area.

1. Labor Market Information; Employment Development Department, California.
2. Web; Institution's Class Schedules and Catalogs.
3. Current Enrollment Data and Program Chair Career Technical Education, Continuing Education.

### ACTION

Adoption of a new program at Continuing Education.

Proposed new program at Continuing Education:

### **Certificate of Completion Computer Repair Technician Program**

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

COMP 610 Computer Care-Software Tools  
COMP 612 Hardware Service Technician

ACTION

Adoption of three program revisions at Mesa College.

Proposed program revisions at Mesa College:

**Certificate of Achievement  
Dietetic Service Supervisor**

*Students must complete all of the following courses with a grade of "C" or better within a five-year period in order to earn the DSS Certificate.*

<b>Courses Required for the Major:</b>	<b>Units</b>
NUTR 150 Nutrition.....	3
CACM 101 Sanitation, Safety and Equipment...	3
NUTR 116 Principles of Cooking in Healthcare Food Service .....	1
NUTR 091 Directed Clinical Practice .....	2
NUTR 180 Nutrition and Diet Therapy <del>or</del> .....	3
<del>NUTR 089 Modified Diets .....</del>	<del>2</del>
NUTR 199 Food Operations in Healthcare Management.....	3

**Total Units = ~~14-15~~ 15**

**Certificate of Achievement  
Nutrition**

<b>Courses Required for the Major:</b>	<b>Units</b>
NUTR 150 Nutrition.....	3
<u>NUTR 153 Cultural Foods .....</u>	<u>3</u>
NUTR 155 Advanced Nutrition .....	3
NUTR 160 Foods for Healthy Lifestyles.....	3
NUTR 170 Nutrition and Fitness.....	3
NUTR 180 Nutrition and Diet Therapy.....	3
NUTR 270 Work Experience .....	1 - 4
BIOL 107 General Biology-Lecture and Laboratory.....	4
CHEM 100 Fundamentals of Chemistry .....	3
CHEM 100L Fundamentals of Chemistry Laboratory.....	1

**Total Units = ~~24-27~~ 27 - 30**

**Associate of Science Degree  
Nutrition**

<b>Courses Required for the Major:</b>	<b>Units</b>
NUTR 150 Nutrition .....	3
<u>NUTR 153 Cultural Foods .....</u>	<u>3</u>
NUTR 155 Advanced Nutrition .....	3
NUTR 160 Foods for Healthy Lifestyles .....	3
NUTR 170 Nutrition and Fitness .....	3
NUTR 180 Nutrition and Diet Therapy.....	3
NUTR 270 Work Experience .....	1 - 4
BIOL 107 General Biology-Lecture and Laboratory.....	4
CHEM 100 Fundamentals of Chemistry .....	3
CHEM 100L Fundamentals of Chemistry Laboratory.....	1

**Total Units = ~~24-27~~ 27 - 30**

ACTION

Adoption of a program revision at Mesa College.

Proposed program revision at Mesa College:

**Associate of Science Degree  
Kinesiology**

<b>Courses Required for the Major:</b>	<b>Units</b>
EXSC 240 Physical Education in the Elementary Schools.....	3
EXSC 241B Introduction to Kinesiology .....	3
EXSC 242B Care and Prevention of Injuries .....	3
BIOL 230 Human Anatomy .....	4
BIOL 235 Human Physiology .....	4

**Select a minimum of one course from**

<b>Aquatics:</b>	<b>Units</b>
EXSC 113A Swimming I.....	0.5 - 1
EXSC 113B Swimming II.....	0.5 - 1
EXSC 113C Swimming III.....	0.5 - 1
EXSC 113D Swimming IV .....	0.5 - 1

**Select a minimum of one course from Aerobic**

<b>Fitness:</b>	<b>Units</b>
EXSC 114A Aquatic Fitness I.....	0.5 - 1
EXSC 114B Aquatic Fitness II.....	0.5 - 1
EXSC 114C Aquatic Fitness III .....	0.5 - 1
EXSC 114D Aquatic Fitness IV.....	0.5 - 1
<u>EXSC 124A Aerobic and Core Conditioning</u>	
<u>I.....</u>	<u>0.5 - 1</u>
<u>EXSC 124B Aerobic and Core Conditioning</u>	
<u>II.....</u>	<u>0.5 - 1</u>
<u>EXSC 124C Aerobic and Core Conditioning</u>	
<u>III .....</u>	<u>0.5 - 1</u>
<u>EXSC 124D Aerobic and Core Conditioning</u>	
<u>IV.....</u>	<u>0.5 - 1</u>
EXSC 125A Aerobic Dance I.....	0.5 - 1
EXSC 125B Aerobic Dance II.....	0.5 - 1
EXSC 125C Aerobic Dance III .....	0.5 - 1
<del>EXSC 125D Aerobic Dance IV.....</del>	<del>0.5 - 1</del>
EXSC 126A Cardio Conditioning I .....	0.5 - 1
EXSC 126B Cardio Conditioning II .....	0.5 - 1
EXSC 126C Cardio Conditioning III .....	0.5 - 1
EXSC 126D Cardio Conditioning IV .....	0.5 - 1

<u>EXSC 130A Indoor Cycling I .....</u>	<u>0.5 - 1</u>
<u>EXSC 130B Indoor Cycling II .....</u>	<u>0.5 - 1</u>
EXSC 144A Fitness Walking Level I.....	0.5 - 1

**Select a minimum of one course from**

<b>Conditioning:</b>	<b>Units</b>
EXSC 135A Individual Conditioning I - Fundamentals.....	0.5 - 1
EXSC 135B Individual Conditioning II - Beginning.....	0.5 - 1
EXSC 135C Individual Conditioning III - Intermediate .....	0.5 - 1
EXSC 135D Individual Conditioning IV - Advanced .....	0.5 - 1
EXSC 136A Off-Season Conditioning for Sport I.....	0.5 - 1
EXSC 136B Off-Season Conditioning for Sport II .....	0.5 - 1
EXSC 139A Weight Training I .....	0.5 - 1
EXSC 139B Weight Training II.....	0.5 - 1
EXSC 139C Weight Training III.....	0.5 - 1
EXSC 139D Weight Training IV .....	0.5 - 1
<u>EXSC 140A Boot Camp I.....</u>	<u>0.5 - 1</u>
<u>EXSC 140B Boot Camp II .....</u>	<u>0.5 - 1</u>
EXSC 145A Yoga I-Fundamentals of Yoga.....	0.5 - 1
EXSC 145B Yoga II-Beginning Yoga .....	0.5 - 1
EXSC 145C Yoga III-Intermediate .....	0.5 - 1
EXSC 145D Yoga IV-Advanced Level.....	0.5 - 1

**Select a minimum of one course from**

<b>Individual Sports:</b>	<b>Units</b>
EXSC 147A Kickboxing I-Fundamental....	0.5 - 1
EXSC 147B Kickboxing II-Beginning.....	0.5 - 1
EXSC 147C Kickboxing III-Intermediate ..	0.5 - 1
EXSC 147D Kickboxing IV-Advanced .....	0.5 - 1
EXSC 148A Martial Arts I-Fundamental...0.5 - 1	

Exercise Science

EXSC 148B Martial Arts II-Beginning	.....0.5 - 1
EXSC 148C Martial Arts III-Intermediate	.0.5 - 1
EXSC 148D Martial Arts IV-Advanced	.....0.5 - 1
EXSC 154A Badminton I	.....0.5 - 1
EXSC 154B Badminton II	.....0.5 - 1
EXSC 154C Badminton III	.....0.5 - 1
EXSC 154D Badminton IV	.....0.5 - 1
EXSC 160A Springboard Diving I	.....0.5 - 1
EXSC 160B Springboard Diving II	.....0.5 - 1
EXSC 162A Fencing I	.....0.5 - 1
EXSC 162B Fencing I	.....0.5 - 1
EXSC 162C Fencing III	.....0.5 - 1
EXSC 162D Fencing IV	.....0.5 - 1
EXSC 166A Golf I	.....0.5 - 1
EXSC 166B Golf II	.....0.5 - 1
EXSC 166C Golf III	.....0.5 - 1
EXSC 166D Golf IV	.....0.5 - 1
EXSC 168A Men's Gymnastics I	.....0.5 - 1
EXSC 168B Men's Gymnastics II	.....0.5 - 1
EXSC 168C Men's Gymnastics III	.....0.5 - 1
EXSC 168D Men's Gymnastics IV	.....0.5 - 1
EXSC 170A Women's Gymnastics I	.....0.5 - 1
EXSC 170B Women's Gymnastics II	.....0.5 - 1
EXSC 170C Women's Gymnastics III	.....0.5 - 1
EXSC 170D Women's Gymnastics IV	.....0.5 - 1
EXSC 172 Racquetball	.....0.5 - 1
EXSC 174A Soccer I	.....0.5 - 1
EXSC 174B Soccer II	.....0.5 - 1
EXSC 174C Soccer III	.....0.5 - 1
EXSC 174D Soccer IV	.....0.5 - 1
EXSC 180 Track and Field	.....0.5 - 1

**Select a minimum of one course from Team**

<b>Sports:</b>	<b>Units</b>
EXSC 156A Baseball I	.....0.5 - 1
EXSC 156B Baseball II	.....0.5 - 1
EXSC 156C Baseball III	.....0.5 - 1
EXSC 156D Baseball IV	.....0.5 - 1
EXSC 158A Basketball I	.....0.5 - 1
EXSC 158B Basketball II	.....0.5 - 1
EXSC 158C Basketball III	.....0.5 - 1
EXSC 158D Basketball IV	.....0.5 - 1
EXSC 164A Football I	.....0.5 - 1
EXSC 164B Football II	.....0.5 - 1
EXSC 164C Football III	.....0.5 - 1
EXSC 164D Football IV	.....0.5 - 1
EXSC 174A Soccer I	.....0.5 - 1

EXSC 174B Soccer II	.....0.5 - 1
EXSC 174C Soccer III	.....0.5 - 1
EXSC 174D Soccer IV	.....0.5 - 1
EXSC 176A Softball I	.....0.5 - 1
EXSC 176B Softball II	.....0.5 - 1
EXSC 176C Softball III	.....0.5 - 1
EXSC 176D Softball IV	.....0.5 - 1
EXSC 182A Volleyball I	.....0.5 - 1
EXSC 182B Volleyball II	.....0.5 - 1
EXSC 182C Volleyball III	.....0.5 - 1
EXSC 182D Volleyball IV	.....0.5 - 1
EXSC 184A Water Polo I	.....0.5 - 1
EXSC 184B Water Polo II	.....0.5 - 1
EXSC 184C Water Polo III	.....0.5 - 1
EXSC 184D Water Polo IV	.....0.5 - 1

**Select a minimum of one course from**

<b>Dance:</b>	<b>Units</b>
DANC 110A Ballet I	.....1 - 1.5
DANC 110B Ballet II	.....1.5
DANC 135A Jazz Dance I	.....1 - 1.5
DANC 135B Jazz Dance II	.....1.5
DANC 140A Modern Dance I	.....1 - 1.5
DANC 140B Modern Dance II	.....1.5
DANC 145A Ballroom Dance I	.....1 - 1.5
DANC 145B Ballroom Dance II	.....1 - 1.5

**Total Units = 20.5 - 23.5**

ACTION

Adoption of a program revision at Mesa College.

Proposed program revision at Mesa College:

**Bachelor of Science Degree  
Health Information Management**

**Semester Five Fall (14 units):                      Units**

<u>HIMS 405 Fundamentals of Health Information Management.....</u>	<u>4</u>
<u>HIMS 408 Ethics in Healthcare Administration .....</u>	<u>3</u>
<u>ENGL 401 Advanced Writing for Healthcare Professionals .....</u>	<u>3</u>
<u>HIMS 410 Healthcare Informatics .....</u>	<u>4</u>

**Semester Six Spring (14 units):                      Units**

<u>PSYC 401 Organizational Psychology for the Healthcare Professional .....</u>	<u>3</u>
<u>HIMS 415 Healthcare Analytics.....</u>	<u>4</u>
<u>HIMS 418 Topics in Legal and Compliance for Healthcare Professionals.....</u>	<u>4</u>
<u>HIMS 420 Principles of Finance for Health Information Management.....</u>	<u>3</u>

**Semester Seven Fall (14 units):                      Units**

<u>CISC 401 Database Management and Design for the Healthcare Professional.....</u>	<u>4</u>
<u>HIMS 425 Revenue Cycle Management .....</u>	<u>3</u>
<u>HIMS 430 Human Resources Management in Healthcare .....</u>	<u>4</u>
<u>HIMS 435 Project Management in the Healthcare Setting .....</u>	<u>3</u>

**Semester Eight Spring (12 units):                      Units**

<u>HIMS 440 Leadership and Strategic Management for Healthcare Professionals.....</u>	<u>4</u>
<u>HIMS 445 Healthcare Information Systems Analysis and Design .....</u>	<u>4</u>
<u>HIMS 455 Applied Research Project in Health Information Management.....</u>	<u>3</u>
<u>HIMS 460 Advanced Directed Clinical Placement.....</u>	<u>1</u>

High School Diploma Program

ACTION

Adoption of a program revision at Continuing Education.

Proposed program revision at Continuing Education:

**Certificate of Completion  
Secondary Education Completion  
Program**

**Add the following courses to the program:**

HSDP 513 Earth Science 1

HSDP 514 Earth Science 2



Liberal Arts and Sciences

ACTION

Adoption of two program revisions at Mesa College.

Proposed program revisions at Mesa College:

**Associate of Arts Degree**

**Liberal Arts and Sciences: Business Studies**

<b>Courses Required for the Major:</b>	<b>Units</b>
ACCT 116A Financial Accounting .....	4
ACCT 116B Managerial Accounting .....	4
ECON 120 Principles of Macroeconomics.....	3
ECON 121 Principles of Microeconomics .....	3

MATH 150 Calculus with Analytic Geometry I.....	5
POLI 102 The American Political System .....	3
PSYC 101 General Psychology.....	3
PSYC 258 Behavioral Science Statistics.....	3
SOCO 101 Principles of Sociology .....	3
<i>or any Foreign Language course, including AMSL.</i>	

<b>Select a minimum of 4 units:</b>	<b>Units</b>
BUSE 101 Business Mathematics .....	3
BUSE 119 Business Communications.....	3
<u>BUSE 120 Personal Financial Management.....</u>	<u>3</u>
BUSE 140 Business Law and the Legal Environment.....	3
<u>BUSE 190 Academic and Career Opportunities in Business .....</u>	<u>1</u>
CHIC 141A United States History from a Chicano Perspective.....	3
CHIC 141B United States History from a Chicano Perspective.....	3
CISC 181 Principles of Information Systems.....	4
HIST 100 World History I.....	3
HIST 101 World History II .....	3
HIST 105 Introduction to Western Civilization I.....	3
HIST 109 History of the United States I .....	3
HIST 110 History of the United States II .....	3
HIST 115A History of the Americas I.....	3
HIST 115B History of the Americas II .....	3
HIST 120 Introduction to Asian Civilizations ....	3
HIST 121 Asian Civilizations in Modern Times .....	3
HOSP 101 Introduction to Hospitality & Tourism.....	3
MATH 116 College and Matrix Algebra.....	3
MATH 119 Elementary Statistics.....	3
MATH 121 Basic Techniques of Applied Calculus I.....	3
MATH 122 Basic Techniques of Calculus II .....	3

**Total Units = 18**

**Associate of Arts Degree  
Liberal Arts and Sciences: Social  
and Behavioral Sciences-Economics**

<b>Courses Required for the Major:</b>	<b>Units</b>
ECON 120 Principles of Macroeconomics.....	3
ECON 121 Principles of Microeconomics .....	3

<b>Select a minimum of 12 units:</b>	<b>Units</b>
ACCT 116A Financial Accounting .....	4
ACCT 116B Managerial Accounting .....	4
<u>BUSE 120 Personal Financial Management.....</u>	<u>3</u>
<u>BUSE 190 Academic and Career Opportunities</u> <u>in Business .....</u>	<u>1</u>
CBTE 140 Microsoft Excel .....	2
CBTE 140A Introduction to Microsoft Excel.....	1
CBTE 151 Microsoft Access: Basic.....	1
CBTE 161 Learning the Internet .....	1
CISC 181 Principles of Information Systems.....	4
LIBS 101 Information Literacy and Research Skills .....	1
MATH 119 Elementary Statistics <b>or</b> PSYC 258 Behavioral Science Statistics.....	3
MATH 121 Basic Techniques of Applied Calculus I.....	3
MATH 122 Basic Techniques of Calculus II .....	3
MATH 150 Calculus with Analytic Geometry I.....	5
MATH 151 Calculus with Analytic Geometry II.....	4
MATH 252 Calculus with Analytic Geometry III .....	4
MATH 254 Introduction to Linear Algebra .....	3
MATH 255 Differential Equations.....	3
COMS 160 Argumentation.....	3
<i>or any Foreign Language courses, including AMSL.</i>	

**Total Units = 18**

ACTION

Adoption of a program revision at Mesa College.

Proposed program revision at Mesa College:

**Associate of Science Degree  
Real Estate**

**Courses Required for the Major:                      Units**

REAL 101 <sup>†</sup> Real Estate Principles .....	3
REAL 105 Legal Aspects of Real Estate I .....	3
REAL 110 Principles of Real Estate Appraisal I .....	3
REAL 115 Real Estate Finance I.....	3
REAL 125 Real Estate Economics .....	3
REAL 120 Real Estate Practice.....	3
BUSE 119 Business Communications.....	3

*<sup>†</sup>REAL 101 is required prior to taking exam for Real Estate Salesperson's License.*

**Six to seven units to be selected from the following:                      Units**

<del>ACCT 102<sup>†</sup> Basic Accounting.....</del>	<del>3</del>
ACCT 116A Financial Accounting .....	4
BUSE 140 Business Law and the Legal Environment.....	3
REAL 130 Real Property Management.....	3
<del>REAL 140 Real Estate Appraisal II .....</del>	<del>3</del>

*<sup>†</sup>ACCT 102 offered at City & Miramar colleges only.*

**Total Units = 27 - 28**