

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 and Information Sciences

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

Fashion

Adoption of three new courses at Mesa College. **(Attachment B)**

Health Information Technology

Adoption of a course reactivation at Mesa College. **(Attachment C)**

Journalism

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

Office Systems

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

Computer and Information Sciences

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

Computer and Information Sciences

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

Office Systems

Adoption of three new programs at Continuing Education. **(Attachment H)**

Visual and Performing Arts

Adoption of five new programs at City College. **(Attachment I)**

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.

## Computer and Information Sciences

### ACTION

Adoption of three new courses at Continuing Education.

Proposed new courses at Continuing Education:

#### **628 BUSINESS INFORMATION SYSTEMS**

This course is an introduction to using technology including computers, networks, information systems and the Internet in a business environment. Topics include computer components and functions, application software, systems software, digital devices and media. Students will learn about computer system evaluation, security, software programming and databases. (FT)

#### **651 VIRTUAL DATACENTER 1**

*Advisory:* Computer and Information Sciences 608, Computer and Information Sciences 642, or Computer and Information Sciences 643.

This course includes the installation and configuration of the infrastructure that makes up a software-defined datacenter. Students will install and configure virtual machines, host hypervisors, and virtual datacenters. Students will be introduced to virtual network devices and concepts. Students will learn about cloud computing, hardware requirements, and virtual hardware resources. (FT)

#### **652 VIRTUAL DATACENTER 2**

*Advisory:* Computer and Information Sciences 651. This course includes the configuration and management of a software-defined datacenter. Students will manage virtual machine inventories, datacenter storage, and virtual networking. Students will learn about virtual workload management techniques. Students will apply appropriate methodologies and techniques to configure and troubleshoot a virtual datacenter. (FT)

ACTION

Adoption of three new courses at Mesa College.

Proposed new courses at Mesa College:

**113 Fashion Event Planning and Production**  
**24 - 27 hours lecture, 1.5 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 Levels R5 and W5.

In this course students learn the process of planning and producing fashion events currently utilized in the fashion industry. Additionally, students effectively plan and execute a fashion-related community event. This course is designed for students seeking skills in event management. (FT) Associate Degree Credit & transfer to CSU.

**122 Ethnic Costume**  
**48 - 54 hours lecture, 3 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 Levels R5 and W5; Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30.

This course is an in-depth study of ethnic costume from around the world. Emphasis is placed on the interrelationship of history, geography and anthropology on the dress of various cultures. Costumes are studied in terms of styling, fabrication, embellishment and local influences, such as the arts and crafts practiced by the group. This course is designed for students in multiple disciplines who are interested in gaining an appreciation of world costume, past and present. (FT) Associate Degree Credit & transfer to CSU.

**147 Stretch Knits: Design and Construction**  
**8 - 9 hours lecture, 24 - 27 hours lab, 1 unit**  
**Grade Only**

*Prerequisite:* Fashion 130, and Fashion 140, each with a grade of "C" or better, or equivalent. This course focuses on the design and construction of stretch knit clothing. Students learn to evaluate knit fabrics and to draft appropriate patterns. Specialty construction techniques are covered. This course is suitable for Fashion students interested in working in the knitwear, activewear, swimwear, or costuming industries. (FT) Associate Degree Credit & transfer to CSU.

ACTION

Adoption of a course reactivation at Mesa College.

Proposed course reactivation at Mesa College:

**220 Principles of Leadership**

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

**Grade Only**

*Limitation on Enrollment:* Special Admission - must be admitted to program. This course is not open to students with previous credit for Health Information Technology 260.

This course introduces the basic concepts of leadership including team leadership, change management, training and developing employee. Other topics include using enterprise-wide information assets in support of organizational strategies and objectives, company culture and diversity in the workplace. This course is for Health Information Technology students. (FT) Associate Degree Credit & transfer to CSU.

ACTION

Adoption of a new course at Mesa College.

Proposed new course at Mesa College:

**204 Social Media in the Digital Age**  
**48 - 54 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. This course explores social media from a content perspective. Topics will include learning the fundamentals of social media, the theories behind writing for it, as well as the ethics and standards of information generated. The emphasis of this course is on effectively and ethically creating and consuming information via social networks in an increasingly connected and rapidly changing global environment. This course is designed for journalism majors or students interested in social media. (FT) Associate Degree Credit & transfer to CSU.

ACTION

Adoption of two new courses at Continuing Education.

Proposed new courses at Continuing Education:

**507 WORKPLACE PROFESSIONAL**

This course is an introduction to working in a variety of workplace environments. Students will learn soft skills required in the workplace, including communication problem-solving, critical-thinking and customer service. Topics include work ethic, teamwork and records management. Students will learn about job resources including researching job opportunities, application processes and basic interview skills. (FT)

**528 ELECTRONIC INFO MANAGEMENT**

This course is an introduction to an electronic information management software application. Students learn how to compose, send and manage email and schedule meetings using electronic calendars. In addition, students manage contact information, schedule tasks, create notes and customize the application environment. This course will prepare students to use an email software application in a business environment. (FT)

Computer and Information Sciences

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

Certificate of Performance-Network Security Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Network Security program area was 282 in the 2016 employment year. Approximately 391 new job openings are projected through 2017.
- B. Duplication<sup>2</sup>: None.
- C. Effectiveness<sup>3</sup>: Estimated annual college student enrollment of 16,466 for the 2016 Revised Program area OR the projected enrollment of 35 for the 2017 year in the new program area.

- 1. Launchboard and Centers Of Excellence Supply and Demand tables; Centers of Excellence Supply and Demand Tables
- 2. Centers of Excellence Supply and Demand Tables
- 3. Centers of Excellence and Launchboard

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Performance  
Network Security**

<b>Courses Required for the Major:</b>	<b>Units</b>
INWT 135 Certified Secure Computer User .....	3
INWT 200 Certified Ethical Hacker (CEH) .....	4

**Total Units = 7**

## Computer and Information Sciences

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

### Certificate of Completion-Virtual Datacenter Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Virtual Datacenter 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>: None.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 32 for the 2017-2018 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 Virtual Datacenter Program**

The Virtual Datacenter Program is designed to provide students with the knowledge and skills needed to install, configure, and manage a software-defined datacenter. The program provides students with both the practical and analytical skills needed to manage hypervisors, virtual machines, and the virtual network that makes them available. The program courses provide instruction in the virtual datacenter environment and includes planning and installation of the hypervisor, configuration of the infrastructure management server, and computer virtualization platforms. Topics include hypervisor and virtual machine deployment, virtual switch configuration, and virtual storage management. Students will learn about workload

management, virtual machine migrations, and resilient datacenters using high-availability and fault tolerance. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

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

COMP 651 Virtual Datacenter 1  
COMP 652 Virtual Datacenter 2



## Office Systems

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

### Certificate of Completion-Business Information Worker 1 Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Business Information Worker 1 program area was 48,490 in the 2012 employment year. Approximately 53,040 new job openings are projected through 2022.
- B. Duplication<sup>2</sup>: San Diego City College  
Cuyamaca College  
Grossmont College  
Imperial Valley College  
MiraCosta College  
Palomar College  
Southwestern College
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 80 for the 2017-2018 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 Business Information Worker 1**

The Business Information Worker 1 Program is designed to provide students with the knowledge and entry-level skills needed to use computers and software, keyboarding and proofreading skills, to create letters and memos, and basic email and calendar management skills. The program courses enhance students' skills in reading and writing related to business communications, and provide instruction in basic computer operation, word processing, keyboarding, electronic correspondence practices, and managing electronic calendars. Topics include computer hardware and peripheral devices, basic principles of keyboarding, word processing concepts, editing techniques, composing and sending email messages, and security measures including licensing, copyright laws, and virus and malware protection.

Students who successfully complete the program can use the skills learned in a variety of jobs including entry-level office support receptionist, and word processor. This program also serves as a foundation for additional training in intermediate-level office and administrative support positions.

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

OFSY 541 Keyboarding-Multilevel  
OFSY 528 Electronic Info Management  
OFSY 596 Word Processing: Beginning

## Office Systems

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

### Certificate of Completion-Business Information Worker 2 Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Business Information Worker 2 program area was 48,490 in the 2012 employment year. Approximately 53,040 new job openings are projected through 2022.
- B. Duplication<sup>2</sup>: San Diego City College  
Cuyamaca College  
Grossmont College  
Imperial Valley College  
MiraCosta College  
Palomar College  
Southwestern College
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 80 for the 2017-2018 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 Business Information Worker 2**

The Business Information Worker 2 Program is designed to provide students with the knowledge and skills needed to be successful in a workplace environment, including communication, problem-solving and customer service skills. The program provides students with business writing principles and techniques, job advancement skills, and an overview of employee responsibilities and employer expectations. Topics include business vocabulary, dictionary usage, overview of office environments, roles and responsibilities, workplace ethics, critical thinking skills, teamwork, records management, application processes and interview skills. Students who successfully complete the program can use the

skills learned in a variety of jobs including customer service representative, receptionist, and office support worker. This program also serves as a foundation for additional training in a more advanced level of office and administrative support positions.

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

OFSY 505 Business Communications 1  
OFSY 506 Business Communications 2  
OFSY 507 Workplace Professional

## Office Systems

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

### Certificate of Completion-Business Information Worker 3 Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Business Information Worker 3 program area was 48,490 in the 2012 employment year. Approximately 53,040 new job openings are projected through 2022.
- B. Duplication<sup>2</sup>: San Diego City College  
Cuyamaca College  
Grossmont College  
Imperial Valley College  
MiraCosta College  
Palomar College  
Southwestern College
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 80 for the 2017-2018 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 Business Information Worker 3**

The Business Information Worker 3 Program is designed to provide students with the knowledge and skills needed to use computer hardware and peripherals, operating systems, software applications and computer security for Internet and networks in the workplace. Students will learn how to utilize the Internet for communication and collaboration, work with computer programs and software, evaluate computer systems, research and analyze data to create spreadsheets and charts, maintain files, and identify computer security issues. Topics include using the Internet and web resources, Windows software, file and records management, formatting and editing spreadsheets, database storage, protecting

data and installing and using different types of software. Students who successfully complete the program can use the skills learned in a variety of jobs including computer user support, and administrative and office support worker. This program also serves as a foundation for additional training in more advanced administrative assistant positions.

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

COMP 628 Business Information Systems  
OFSY 527 Operating Systems: Microsoft Windows  
OFSY 575 Spreadsheets: Beginning

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Associate in Science in Film,  
Television, and Electronic Media  
for Transfer Degree**

<b>Courses Required for the Major:</b>	<b>Units</b>
RTVF 100 Introduction to Radio and Television <b>or</b>	
DJRN 100 Mass Media in the Digital Age .....	3
RTVF 107 Audio Production.....	3
RTVF 110 Introduction to Scriptwriting <b>or</b>	
RTVF 160 Introduction to Cinema.....	3

**Select one course from the following**

<b>(3 Units):</b>	<b>Units</b>
RTVF 118 Television Studio Operations .....	3
RTVF 124 Single Camera Production .....	3

**Select one course from the following**

<b>(3 units):</b>	<b>Units</b>
RTVF 118 Television Studio Operations .....	3
RTVF 167 Motion Picture Production.....	3

**Select one course from the following**

<b>(3 units):</b>	<b>Units</b>
RTVF 112 Documentary Film Production .....	3
RTVF 118 Television Studio Operations .....	3
RTVF 124 Single Camera Production .....	3
RTVF 151 Introduction to Multimedia.....	3
RTVF 153 Introduction to Nonlinear Editing.....	3
RTVF 167 Motion Picture Production.....	3

**Total Units = 18**

Visual and Performing Arts

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

Certificate of Performance-Digital Photography Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Digital Photography program area was 2,199 in the 2017 employment year. Approximately 277 new job openings are projected through 2017.
- B. Duplication<sup>2</sup>: San Diego City College  
MiraCosta College  
Palomar College  
Southwestern College
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 45 for the 2017-2018 year in the new program area.

- 1. Centers of Excellence Supply and Demand Tables
- 2. Centers of Excellence Supply and Demand Tables
- 3. Current Enrollment Data at City College

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Performance  
Digital Photography**

*Faculty recommend students complete classes in the order presented.*

<b>Courses Required for the Major:</b>	<b>Units</b>
PHOT 143 Introduction to Digital Photography .....	3
PHOT 180 Photo Editing: Lightroom.....	3
PHOT 243 Advanced Digital Photography .....	3
PHOT 224 Color Management for Digital Photography .....	1

**Total Units = 10**

Visual and Performing Arts

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

Certificate of Performance-Freelance Photography Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Freelance Photography program area was 2,199 in the 2017 employment year. Approximately 277 new job openings are projected through 2017.
- B. Duplication<sup>2</sup>: San Diego City College  
MiraCosta College  
Palomar College  
Southwestern College
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 45 for the 2017-2018 year in the new program area.

- 1. Centers of Excellence Supply and Demand Tables
- 2. Centers of Excellence Supply and Demand Tables
- 3. Current Enrollment Data at City College

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Performance  
Freelance Photography**

*Faculty recommend PHOT 143 be taken in the first semester.*

<b>Courses Required for the Major:</b>	<b>Units</b>
PHOT 125 Photo Business Operations .....	2
PHOT 143 Introduction to Digital Photography .....	3
PHOT 180 Photo Editing: Lightroom.....	3
PHOT 165 Online Portfolio: Websites for Photographers .....	3

**Total Units = 11**

Visual and Performing Arts

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

Certificate of Performance-Special Effects (FX) Makeup Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Special Effects (FX) Makeup program area was 66 in the 2014 employment year. Approximately 72 new job openings are projected through 2017.
- B. Duplication<sup>2</sup>: None.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 80 for the 2017-2018 year in the new program area.

- 1. Centers of Excellence Demand Table 2014-2017
- 2. 2016-17 catalogs and websites for Region 10 Community Colleges
- 3. Projected City College Departmental Enrollment Tallies for Theatre Arts Makeup courses

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Performance  
Special Effects (FX) Makeup**

*The department suggests that students take  
DRAM 124 prior to enrolling in DRAM 144A  
and DRAM 146A.*

<b>Courses Required for the Major:</b>	<b>Units</b>
DRAM 124 Makeup for the Stage.....	3
DRAM 144A Beginning Special Effects Makeup for Stage and Film.....	3
DRAM 146A Beginning Special Effects Makeup Practicum:Character.....	3

**Total Units = 9**

Visual and Performing Arts

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

Certificate of Performance-Theatrical Glamour for Media and Performance Program

- A. Labor Market Information<sup>1</sup>: The annual average number of persons employed in the Theatrical Glamour for Media and Performance program area was 66 in the 2014 employment year. Approximately 72 new job openings are projected through 2017.
- B. Duplication<sup>2</sup>: None.
- C. Effectiveness<sup>3</sup>: Program area OR the projected enrollment of 80 for the 2017-2018 year in the new program area.
  - 1. Centers of Excellence Demand Table 2014-2017
  - 2. 2016-17 catalogs and websites for Region 10 Community Colleges
  - 3. Projected City College Departmental Enrollment Tallies for Theatre Arts Makeup courses

ACTION

Adoption of a new program at City College.

Proposed new program at City College:

**Certificate of Performance  
Theatrical Glamour for Media and  
Performance**

*The department suggests that students take  
DRAM 124 prior to enrolling in DRAM 144A  
and DRAM 146A.*

<b>Courses Required for the Major:</b>	<b>Units</b>
DRAM 124 Makeup for the Stage.....	3
DRAM 145A Introduction to Theatrical Glamour: Promotional Events.....	3
DRAM 146C Introduction to Theatrical Glamour Practicum: Promotional Events.....	3

**Total Units = 9**