

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090A

COURSE TITLE:

Learning Skills

Units:

1.5

Grade Only

CATALOG COURSE DESCRIPTION:

This is a course designed to teach the skills necessary to become a successful learner, both in college and in the years beyond college. Emphasis is placed on time management, organizational skills, and basic thinking, reading and writing techniques. Students will be able to successfully learn, retain and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:

24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

24 - 27

OUTSIDE-OF-CLASS HOURS:

48 - 54

TOTAL STUDENT LEARNING HOURS:

72 - 81

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Apply different types of stress management techniques.
2. Identify their learning style.

3. Demonstrate strategies for scheduling and for long-term planning.
4. Read faster while increasing comprehension.
5. Apply the "observe - record - review" note-taking process.
6. Disarm the threat of test taking.
7. Acknowledge the diversity of culture and be able to communicate across cultural lines.
8. Solve problems using creative thinking techniques.
9. Compare & contrast strategies for writing and communicating that will increase comprehension and reduce fear and frustration.
10. Resolve conflicts, use integrity, and develop leadership abilities.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Stress Management
 - A. Family demands
 - B. Budgets
 - C. Stress management techniques
- II. Learning styles
 - A. Different learning styles
 - B. Student learning style
 - C. Success in learning
- III. Time management
 - A. Plans
 - B. Motivation
 - C. Students with children
 - D. Daily planner
 - E. Realistic goals
 - F. Child care plans
 - G. Daily journal
- IV. Reading for comprehension
 - A. Essential words
 - B. Material review
- V. Note taking
 - A. Attendance
 - B. In-class observation
 - C. Notes from lectures
 - D. Note review
 - E. Classroom disturbances
- VI. Test taking
 - A. Test anxiety
 - B. Essay questions
 - C. Test question prediction
 - D. Subject matter review
 - E. Group review
- VII. Diversity of cultures
 - A. Values of diversity
 - B. Common ground
 - C. Returning students
 - D. Sexual harassment
- VIII. Problem solving
 - A. Interpretation of the problem
 - B. Arguments analysis
 - C. Evaluation of alternatives
 - D. Selection of answer

- IX. Writing and communication
 - A. Writing plan
 - B. Written communication
 - C. Oral communication
 - D. Appropriate language
- X. Conflict resolution
 - A. Input
 - B. Output
 - C. Resolution

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include, but are not limited to, the required textbook and:
- II. 1. Business pages of a daily newspaper such as the San Diego Union Tribune
- III. 2. Weekly news magazines such as NewsWeek

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Students should be able to understand and apply problem solving skills to case studies and personal situations. The results will be communicated in written assignments. Appropriate writing assignments may include, but are not limited to:
- II. 1. Essay exams.
- III. 2. Essay solutions to case studies.
- IV. 3. Reviews of current periodicals.
- V. 4. Reflection papers.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out-of-class assignments will apply problem solving skills to real-life applications. These assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Writing a daily journal.
- IV. 3. Keeping a daily planner.
- V. 4. Reviewing newspapers and news periodicals.
- VI. 5. Creating group semester projects that involve selected case studies.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Analyzing and comparing various learning style models.
- III. 2. Planning short- and long-term strategies for personal growth.
- IV. 3. Employing test prediction methods.
- V. 4. Proposing solutions to case studies that deal with cultural diversity.
- VI. 5. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of measures, which may include, but are not limited to:
- II. In-class objective exams that test for definitions and the ability to apply solutions. Out-of-class

writing assignments that test the application of learning skills to life-model studies, including:

III. Group semester projects.

IV. Periodical and newspaper reviews. Supplementary activities:

V. Classroom simulations that apply learning theories to life scenarios.

VI. Participation in group activities including studying, test taking and role playing. Class participation, including:

VII. Weekly writing exercises involving application of time and stress management skills to case studies.

VIII. Oral presentations regarding real-life situations.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education (Fully online)
- * Methods of instruction may include, but are not limited to:
 - * 1. Lecture and visual aids.
 - * 2. Discussion and problem solving in class.
 - * 3. Quiz and examination review performed in class.
 - * 4. Homework and extended projects.
 - * 5. Field observation and field trip.
 - * 6. Guest speakers.
 - * 7. Collaborative projects.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Edstrom. Conquering Stress, Hauppauge, 1993,
2. Ellis. Becoming a Master Student, Houghton Mifflin, 1997,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. 1. Current periodicals, such as: a.) NewsWeek b.) Time Magazine

ORIGINATOR: Walter (Walt) Seymour

ORIGINATION DATE: 12/09/2008

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 090A
Learning Skills

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 090A Learning Skills (29279)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Intro to Business Information Worker *Active*;
Certificate of Performance

Major Courses

(City)

Intro to Business Information Worker *Approved*;
Certificate of Performance

Major Courses

(City)

Job Skills* *Active*;
Certificate of Performance

Courses:

(City)

Job Skills* *Launched*;
Certificate of Performance

Courses:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090A
- III. **Course Title:** Learning Skills
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Learning Skills
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** City
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Provides skills necessary to become a successful learner, both in college and in the years beyond college.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City-OE/OE Max hrs= 54
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course. Remove DE method at City College.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. **CITY**
- II. **Distance Education Methods of Instruction:** 1. Fully Online
- III. **Other Distance Education Methods:**
- IV. **Type and frequency of contact may include, but is not limited to:**

1. Chat Rooms
As assigned, once per week
 2. Correspondence
As needed
 3. E-mail
As needed
 4. Field Trips
As required
 5. Group Meetings
As assigned
 6. Individual Meetings
As assigned
 7. Orientation Sessions
Once per semester
 8. Telephone Contact
As needed
 9. Threaded Conferencing
Once per week
 10. Voice Mail
As needed
- V. **List of Techniques:** Students interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system is altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board and the chat room. In addition, students participate in individual and group projects via the discussion board and chat rooms. Research is conducted via the web and/or local libraries, and students are required to assess and evaluate the information they obtain. Students demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.
- VI. **How to Evaluate Students for Achieved Outcomes:** Timed, online, objective examinations that test for definitions and basic comprehension of learning skills topics. Writing assignments that test for conceptual knowledge of learning skills. Reviews of case studies and projects that explain the significance of learning skills. Problem solving that uses the framework for learning skills development.
- VII. **Additional Resources/Materials/Information:** Solutions to problems, journals and case studies for discussion. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 Max: 27.00

Lab Hours Min: 0.00 Max: 0.00

Other Hours Min: 0.00 Max:0.00

Total Contact Hours Min: 24.00 Max:27.00

Outside-of-Class Hours Min: 48.00 Max:54.00

Total Student Learning Hours Min: 72.00 Max: 81.00

FTEF Lecture Min: 0.1000 Max:

FTEF Lab Min: 0.0000 Max:

FTEF Total Min: 0.1000 Max:

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 06/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 090A

Previous Report

CIC Approval: 02/26/2009
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

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FIELD TRIP REQUIREMENTS:
May be required

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STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

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3. Demonstrate strategies for scheduling and for long-term planning.
4. Read faster while increasing comprehension.
5. Apply the "observe - record - review" note-taking process.
6. Disarm the threat of test taking.
7. Acknowledge the diversity of culture and be able to communicate across cultural lines.
8. Solve problems using creative thinking techniques.
9. Compare & contrast strategies for writing and communicating that will increase comprehension and reduce fear and frustration.

Current Report

BUSE 090A

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

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SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

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 - B. Budgets
 - C. Stress management techniques
- II. Learning styles
 - A. Different learning styles
 - B. Student learning style
 - C. Success in learning
- III. Time management
 - A. Plans
 - B. Motivation
 - C. Students with children
 - D. Daily planner
 - E. Realistic goals
 - F. Child care plans
 - G. Daily journal
- IV. Reading for comprehension
 - A. Essential words
 - B. Material review
- V. Note taking
 - A. Attendance
 - B. In-class observation
 - C. Notes from lectures
 - D. Note review
 - E. Classroom disturbances
- VI. Test taking
 - A. Test anxiety
 - B. Essay questions
 - C. Test question prediction
 - D. Subject matter review
 - E. Group review
- VII. Diversity of cultures
 - A. Values of diversity
 - B. Common ground
 - C. Returning students
 - D. Sexual harassment
- VIII. Problem solving
 - A. Interpretation of the problem
 - B. Arguments analysis
 - C. Evaluation of alternatives
 - D. Selection of answer
- IX. Writing and communication
 - A. Writing plan
 - B. Written communication
 - C. Oral communication
 - D. Appropriate language
- X. Conflict resolution
 - A. Input
 - B. Output
 - C. Resolution

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

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- II. 1. Essay exams.
- III. 2. Essay solutions to case studies.
- IV. 3. Reviews of current periodicals.
- V. 4. Reflection papers.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out-of-class assignments will apply problem solving skills to real-life applications. These assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
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2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of measures, which may include, but are not limited to:
- II. In-class objective exams that test for definitions and the ability to apply solutions. Out-of-class writing assignments that test the application of learning skills to life-model studies, including:
- III. Group semester projects.
- IV. Periodical and newspaper reviews. Supplementary activities:
- V. Classroom simulations that apply learning theories to life scenarios.
- VI. Participation in group activities including studying, test taking and role playing. Class participation, including:
- VII. Weekly writing exercises involving application of time and stress management skills to case studies.
- VIII. Oral presentations regarding real-life situations.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education (Fully online)
- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving in class.
- * 3. Quiz and examination review performed in class.
- * 4. Homework and extended projects.
- * 5. Field observation and field trip.
- * 6. Guest speakers.
- * 7. Collaborative projects.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

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MANUALS:

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MANUALS:

PERIODICALS:

SOFTWARE:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. 1. Current periodicals, such as: a.) NewsWeek b.) Time Magazine

ORIGINATOR: Walter (Walt) Seymour

CO-CONTRIBUTOR(S)

DATE: 12/09/2008

Status: Active

Date Printed: 11/7/2022

SUPPLIES:

1. 1. Current periodicals, such as: a.) NewsWeek b.) Time Magazine

ORIGINATOR: Walter (Walt) Seymour

ORINATION DATE: 12/09/2008

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado,Jennifer Boots,Shana Carr,Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090A
- III. **Course Title:** Learning Skills
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Learning Skills
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** MESA
- X. **Action Proposed:** Course Deactivation (Active at another College) (replaced by ID 25)
- XI. **Distance Education Proposed At:** City
- XII. **Proposal Originating Date:** 12/09/2008
- XIII. **Proposed Start Semester:** Summer 2009
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Provides skills necessary to become a successful learner, both in college and in the years beyond college.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City-OE/OE Max hrs= 54
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Course is not offered at Mesa College.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. CITY

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090A
- III. **Course Title:** Learning Skills
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Learning Skills
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** City
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Provides skills necessary to become a successful learner, both in college and in the years beyond college.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City-OE/OE Max hrs= 54
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course. Remove DE method at City College.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. CITY

II. Distance Education Methods of Instruction: 1. Fully Online

III. Other Distance Education Methods:

IV. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
As assigned, once per week
2. Correspondence
As needed
3. E-mail
As needed
4. Field Trips
As required
5. Group Meetings
As assigned
6. Individual Meetings
As assigned
7. Orientation Sessions
Once per semester
8. Telephone Contact
As needed
9. Threaded Conferencing
Once per week
10. Voice Mail
As needed

V. List of Techniques: Students interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system is altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board and the chat room. In addition, students participate in individual and group projects via the discussion board and chat rooms. Research is conducted via the web and/or local libraries, and students are required to assess and evaluate the information they obtain. Students demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.

VI. How to Evaluate Students for Achieved Outcomes: Timed, online, objective examinations that test for definitions and basic comprehension of learning skills topics. Writing assignments that test for conceptual knowledge of learning skills. Reviews of case studies and projects that explain the significance of learning skills. Problem solving that uses the framework for learning skills development.

VII. Additional Resources/Materials/Information: Solutions to problems, journals and case studies for discussion. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

II. Distance Education Methods of Instruction: 1. Fully Online

III. Other Distance Education Methods:

IV. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
As assigned, once per week
2. Correspondence
As needed
3. E-mail
As needed
4. Field Trips
As required
5. Group Meetings
As assigned
6. Individual Meetings
As assigned
7. Orientation Sessions
Once per semester
8. Telephone Contact
As needed
9. Threaded Conferencing
Once per week
10. Voice Mail
As needed

V. List of Techniques: Students interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system is altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board and the chat room. In addition, students participate in individual and group projects via the discussion board and chat rooms. Research is conducted via the web and/or local libraries, and students are required to assess and evaluate the information they obtain. Students demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.

VI. How to Evaluate Students for Achieved Outcomes: Timed, online, objective examinations that test for definitions and basic comprehension of learning skills topics. Writing assignments that test for conceptual knowledge of learning skills. Reviews of case studies and projects that explain the significance of learning skills. Problem solving that uses the framework for learning skills development.

VII. Additional Resources/Materials/Information: Solutions to problems, journals and case studies for discussion. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 Max:54.00
Total Student Learning Hours Min: 72.00 Max: 81.00
FTEF Lecture Min: 0.1000 Max:
FTEF Lab Min: 0.0000 Max:
FTEF Total Min: 0.1000 Max:

- III. Last Time Pre/Co Requisite Update:
- IV. Last Outline Revision Date: 06/01/1998
- V. CIC Approval: 02/26/2009
- VI. BOT Approval:
- VII. State Approval:
- VIII. Revised State Approval:
- IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

Outside-of-Class Hours Min: 48.00 Max:54.00
Total Student Learning Hours Min: 72.00 Max: 81.00
FTEF Lecture Min: 0.1000 Max:
FTEF Lab Min: 0.0000 Max:
FTEF Total Min: 0.1000 Max:

- III. Last Time Pre/Co Requisite Update:
- IV. Last Outline Revision Date: 06/01/1998
- V. CIC Approval:
- VI. BOT Approval:
- VII. State Approval:
- VIII. Revised State Approval:
- IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090B

COURSE TITLE:

Work Success

Units:

1.5

Grade Only

CATALOG COURSE DESCRIPTION:

This is a course designed to teach the skills necessary to become a successful employee. Emphasis is placed on understanding and developing the skills necessary to secure and keep a job. Students will be able to look for employment, prepare for an interview, and model the qualities of a successful employee. This course is intended for the beginning or returning student planning to seek gainful employment.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:

24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

24 - 27

OUTSIDE-OF-CLASS HOURS:

48 - 54

TOTAL STUDENT LEARNING HOURS:

72 - 81

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Demonstrate job search skills.
2. Write a resume and cover letter.

3. Prepare for the interview process.
4. Evaluate a job offer.
5. Complete company employment forms.
6. Apply strategies to balance work and family life.
7. Enumerate employee/employer rights.
8. Demonstrate the qualities needed for workplace success.
9. Implement the strategies for job promotion.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Job Search
 - A. Help-wanted ads
 - B. Networks
 - C. State employment agencies
 - D. Temporary agencies
 - E. Campus placement
- II. Self-representation
 - A. Resumes
 - B. Cover letters
 - C. Job application forms
- III. Interview preparation
 - A. Company research
 - B. Mock interviews
 - C. Follow-up communications
- IV. Job-offer evaluation
 - A. Location
 - B. Hours
 - C. Benefits
 - D. Wages
- V. Company employment forms
 - A. W-4
 - B. Timesheets
 - C. Insurance forms
 - D. W-2
- VI. Work vs. family life
 - A. Time management
 - B. Goal setting
 - C. Child care
 - D. Family illness
 - E. Family budgets
- VII. Employee/employer rights
 - A. Federal acts
 - B. OSHA
 - C. Sexual harassment
 - D. Discrimination
 - E. Privacy
 - F. AIDS
 - G. Drug testing
- VIII. Workplace success
 - A. Company culture
 - B. Appropriate image
 - C. Communication skills
 - D. Teamwork

- E. Initiative
- F. Criticism
- G. Conflict resolution
- IX. Job promotion strategies
 - A. Goal definition
 - B. Raises and promotions
 - C. Relocating
 - D. Letters of recommendation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include, but are not limited to, the required textbooks and:
- II. 1. Business pages of a daily newspaper such as the San Diego Union-Tribune
- III. 2. Selected readings from What Color Is Your Parachute?

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Students should be able to understand and apply problem solving skills to case studies and personal situations. The results will be communicated in written assignments. Appropriate writing assignments may include, but are not limited to:
 - 1. 1. Essay exams.
 - 2. 2. Resumes.
 - 3. 3. Cover letters.
 - 4. 4. Essay solutions to case studies.
 - 5. 5. Reviews of selected readings

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out-of-class assignments will apply problem-solving skills to real-life applications. These assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Keeping a daily planner.
- IV. 3. Completing a resume and cover letter.
- V. 4. Reviewing newspaper help-wanted ads .
- VI. 5. Providing background information on a company.
- VII. 6. Reviewing newspapers and news periodicals.
- VIII. 7. Creating group semester projects that involve selected case studies.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Planning short- and long-term strategies for employment success.
- III. 2. Evaluating simulated job offers.
- IV. 3. Preparing a family budget.
- V. 4. Proposing solutions to case studies that deal with obstacles to workplace success.
- VI. 5. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a

variety of measures, which may include, but are not limited to: In-class objective exams that test for definitions and the ability to apply solutions. Out-of-class writing assignments that test the application of work-success skills to work studies, including:

- II. Creating a current resume.
- III. Writing cover letters targeted for specific job descriptions.
- IV. Completing company research and documentation.
- V. Group semester projects.
- VI. Newspaper and selected reading reviews. Supplementary activities, including:
- VII. Classroom simulations that apply work-success skills to life scenarios.
- VIII. b. Participation in group activities including mock interviews, evaluation of conflict resolution, studying and role playing. Class participation, including:
- IX. Weekly writing exercises involving application of time and stress management skills.
- X. Oral presentations regarding real-life situations.
- XI. Oral presentations from group projects.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving in class.
- * 3. Quiz and examination review performed in class.
- * 4. Homework and extended projects.
- * 5. Field observation and field trip.
- * 6. Guest speakers.
- * 7. Collaborative projects.
- * 8. Case studies.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. CONTEMPO. WORK-WISE:TACTICS FOR JOB SUCCESS, 1 ed. WISER, ISBN: 0809241005

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Walter (Walt) Seymour

ORIGINATION DATE: 12/09/2008

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado,Jennifer Boots,Shana Carr,Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 090B
Work Success

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 090B Work Success (29280)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Job Skills* *Active*;
Certificate of Performance

Courses:

(City)

Job Skills* *Launched*;
Certificate of Performance

Courses:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

**Course Outline of Record:
Curriculum Proposal Report**

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090B
- III. **Course Title:** Work Success
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Work Success
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Emphasizes understanding and developing the skills necessary to secure and keep a job.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City- OE/OE Max hrs= 54
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 06/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 090B

Previous Report

CIC Approval: 02/26/2009
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090B

COURSE TITLE:
Work Success

Units:
1.5
Grade Only

CATALOG COURSE DESCRIPTION:

This is a course designed to teach the skills necessary to become a successful employee. Emphasis is placed on understanding and developing the skills necessary to secure and keep a job. Students will be able to look for employment, prepare for an interview, and model the qualities of a successful employee. This course is intended for the beginning or returning student planning to seek gainful employment.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
24 - 27

OUTSIDE-OF-CLASS HOURS:
48 - 54

TOTAL STUDENT LEARNING HOURS:
72 - 81

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Demonstrate job search skills.
2. Write a resume and cover letter.
3. Prepare for the interview process.
4. Evaluate a job offer.
5. Complete company employment forms.
6. Apply strategies to balance work and family life.
7. Enumerate employee/employer rights.
8. Demonstrate the qualities needed for workplace success.
9. Implement the strategies for job promotion.

Current Report

BUSE 090B

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090B

COURSE TITLE:
Work Success

Units:
1.5
Grade Only

CATALOG COURSE DESCRIPTION:

This is a course designed to teach the skills necessary to become a successful employee. Emphasis is placed on understanding and developing the skills necessary to secure and keep a job. Students will be able to look for employment, prepare for an interview, and model the qualities of a successful employee. This course is intended for the beginning or returning student planning to seek gainful employment.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
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OUTSIDE-OF-CLASS HOURS:
48 - 54

TOTAL STUDENT LEARNING HOURS:
72 - 81

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Upon successful completion of the course the student will be able to:

1. Demonstrate job search skills.
2. Write a resume and cover letter.
3. Prepare for the interview process.
4. Evaluate a job offer.
5. Complete company employment forms.
6. Apply strategies to balance work and family life.
7. Enumerate employee/employer rights.
8. Demonstrate the qualities needed for workplace success.
9. Implement the strategies for job promotion.

SECTION II

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Job Search
 - A. Help-wanted ads
 - B. Networks
 - C. State employment agencies
 - D. Temporary agencies
 - E. Campus placement
- II. Self-representation
 - A. Resumes
 - B. Cover letters
 - C. Job application forms
- III. Interview preparation
 - A. Company research
 - B. Mock interviews
 - C. Follow-up communications
- IV. Job-offer evaluation
 - A. Location
 - B. Hours
 - C. Benefits
 - D. Wages
- V. Company employment forms
 - A. W-4
 - B. Timesheets
 - C. Insurance forms
 - D. W-2
- VI. Work vs. family life
 - A. Time management
 - B. Goal setting
 - C. Child care
 - D. Family illness
 - E. Family budgets
- VII. Employee/employer rights
 - A. Federal acts
 - B. OSHA
 - C. Sexual harassment
 - D. Discrimination
 - E. Privacy
 - F. AIDS
 - G. Drug testing
- VIII. Workplace success
 - A. Company culture
 - B. Appropriate image
 - C. Communication skills
 - D. Teamwork
 - E. Initiative
 - F. Criticism
 - G. Conflict resolution
- IX. Job promotion strategies
 - A. Goal definition
 - B. Raises and promotions
 - C. Relocating
 - D. Letters of recommendation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include, but are not limited to, the required textbooks and:
- II. 1. Business pages of a daily newspaper such as the San Diego Union-Tribune
- III. 2. Selected readings from What Color Is Your Parachute?

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Students should be able to understand and apply problem solving skills to case studies and personal situations. The results will be communicated in written assignments. Appropriate writing

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Job Search
 - A. Help-wanted ads
 - B. Networks
 - C. State employment agencies
 - D. Temporary agencies
 - E. Campus placement
- II. Self-representation
 - A. Resumes
 - B. Cover letters
 - C. Job application forms
- III. Interview preparation
 - A. Company research
 - B. Mock interviews
 - C. Follow-up communications
- IV. Job-offer evaluation
 - A. Location
 - B. Hours
 - C. Benefits
 - D. Wages
- V. Company employment forms
 - A. W-4
 - B. Timesheets
 - C. Insurance forms
 - D. W-2
- VI. Work vs. family life
 - A. Time management
 - B. Goal setting
 - C. Child care
 - D. Family illness
 - E. Family budgets
- VII. Employee/employer rights
 - A. Federal acts
 - B. OSHA
 - C. Sexual harassment
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 - E. Privacy
 - F. AIDS
 - G. Drug testing
- VIII. Workplace success
 - A. Company culture
 - B. Appropriate image
 - C. Communication skills
 - D. Teamwork
 - E. Initiative
 - F. Criticism
 - G. Conflict resolution
- IX. Job promotion strategies
 - A. Goal definition
 - B. Raises and promotions
 - C. Relocating
 - D. Letters of recommendation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include, but are not limited to, the required textbooks and:
- II. 1. Business pages of a daily newspaper such as the San Diego Union-Tribune
- III. 2. Selected readings from What Color Is Your Parachute?

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Students should be able to understand and apply problem solving skills to case studies and personal situations. The results will be communicated in written assignments. Appropriate writing assignments may include, but are not limited to:
 - 1. 1. Essay exams.

assignments may include, but are not limited to:

1. 1. Essay exams.
2. 2. Resumes.
3. 3. Cover letters.
4. 4. Essay solutions to case studies.
5. 5. Reviews of selected readings

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out-of-class assignments will apply problem-solving skills to real-life applications. These assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Keeping a daily planner.
- IV. 3. Completing a resume and cover letter.
- V. 4. Reviewing newspaper help-wanted ads .
- VI. 5. Providing background information on a company.
- VII. 6. Reviewing newspapers and news periodicals.
- VIII. 7. Creating group semester projects that involve selected case studies.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Planning short- and long-term strategies for employment success.
- III. 2. Evaluating simulated job offers.
- IV. 3. Preparing a family budget.
- V. 4. Proposing solutions to case studies that deal with obstacles to workplace success.
- VI. 5. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of measures, which may include, but are not limited to: In-class objective exams that test for definitions and the ability to apply solutions. Out-of-class writing assignments that test the application of work-success skills to work studies, including:
- II. Creating a current resume.
- III. Writing cover letters targeted for specific job descriptions.
- IV. Completing company research and documentation.
- V. Group semester projects.
- VI. Newspaper and selected reading reviews. Supplementary activities, including:
- VII. Classroom simulations that apply work-success skills to life scenarios.
- VIII. b. Participation in group activities including mock interviews, evaluation of conflict resolution, studying and role playing. Class participation, including:
- IX. Weekly writing exercises involving application of time and stress management skills.
- X. Oral presentations regarding real-life situations.
- XI. Oral presentations from group projects.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving in class.
- * 3. Quiz and examination review performed in class.
- * 4. Homework and extended projects.
- * 5. Field observation and field trip.
- * 6. Guest speakers.
- * 7. Collaborative projects.
- * 8. Case studies.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

2. 2. Resumes.
3. 3. Cover letters.
4. 4. Essay solutions to case studies.
5. 5. Reviews of selected readings

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out-of-class assignments will apply problem-solving skills to real-life applications. These assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Keeping a daily planner.
- IV. 3. Completing a resume and cover letter.
- V. 4. Reviewing newspaper help-wanted ads .
- VI. 5. Providing background information on a company.
- VII. 6. Reviewing newspapers and news periodicals.
- VIII. 7. Creating group semester projects that involve selected case studies.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Planning short- and long-term strategies for employment success.
- III. 2. Evaluating simulated job offers.
- IV. 3. Preparing a family budget.
- V. 4. Proposing solutions to case studies that deal with obstacles to workplace success.
- VI. 5. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of measures, which may include, but are not limited to: In-class objective exams that test for definitions and the ability to apply solutions. Out-of-class writing assignments that test the application of work-success skills to work studies, including:
- II. Creating a current resume.
- III. Writing cover letters targeted for specific job descriptions.
- IV. Completing company research and documentation.
- V. Group semester projects.
- VI. Newspaper and selected reading reviews. Supplementary activities, including:
- VII. Classroom simulations that apply work-success skills to life scenarios.
- VIII. b. Participation in group activities including mock interviews, evaluation of conflict resolution, studying and role playing. Class participation, including:
- IX. Weekly writing exercises involving application of time and stress management skills.
- X. Oral presentations regarding real-life situations.
- XI. Oral presentations from group projects.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving in class.
- * 3. Quiz and examination review performed in class.
- * 4. Homework and extended projects.
- * 5. Field observation and field trip.
- * 6. Guest speakers.
- * 7. Collaborative projects.
- * 8. Case studies.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. CONTEMPO. WORK-WISE:TACTICS FOR JOB SUCCESS. 1 ed. WISER, ISBN: 0809241005

MANUALS:

TEXTBOOKS:

1. CONTEMPO. WORK-WISE:TACTICS FOR JOB SUCCESS, 1 ed. WISER, ISBN: 0809241005

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Walter (Walt) Seymour

CO-CONTRIBUTOR(S)

DATE: 12/09/2008

Status: Active

Date Printed: 11/7/2022

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Walter (Walt) Seymour

ORIGINATION DATE: 12/09/2008

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 090B
- III. Course Title: Work Success
- IV. Disciplines (Instructor Minimum Qualifications):
- V.
- VI. Family:
- VII. Current Short Title: Work Success
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: MESA
- X. Action Proposed: Course Deactivation (Active at another College) (replaced by ID 25)
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 12/09/2008
- XIII. Proposed Start Semester: Summer 2009
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: Emphasizes understanding and developing the skills necessary to secure and keep a job.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information: City- OE/OE Max hrs= 54
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action: Course is not offered at Mesa College.
- II. How Does The Course Fit The College Mission?
- III. Current Transfer Options:
- IV.
- V. Extraordinary Cost to the College: None.
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 090B
- III. Course Title: Work Success
- IV. Disciplines (Instructor Minimum Qualifications):
- V.
- VI. Family:
- VII. Current Short Title: Work Success
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: CITY
- X. Action Proposed: Course Deactivation (Not at any College)
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 08/30/2022
- XIII. Proposed Start Semester: Fall 2024
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: Emphasizes understanding and developing the skills necessary to secure and keep a job.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information: City- OE/OE Max hrs= 54
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action: Deactivate at City College; college no longer plans to offer the course.
- II. How Does The Course Fit The College Mission?
- III. Current Transfer Options:
- IV.
- V. Extraordinary Cost to the College: None.
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 06/01/1998

V. CIC Approval: 02/26/2009

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

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II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

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Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 06/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090C

COURSE TITLE:

Business Internship Seminars

Units:

1

Grade Only

CATALOG COURSE DESCRIPTION:

The purpose of this course is to introduce students to employment opportunities in the local job market. Each class includes five industry presentations that require students to research the particular business, write a practice resume for that business, and conduct a mock interview for that business. This course is intended for students majoring in the computer technology options of the Business Studies certificates of completion, certificates of achievement, and associate in science degrees.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:

16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

16 - 18

OUTSIDE-OF-CLASS HOURS:

32 - 36

TOTAL STUDENT LEARNING HOURS:

48 - 54

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Examine corporate annual reports to determine product lines, sales projections, income trends, employment trends, and employee benefits of the presenting businesses.

2. Use the Internet to compare statistics of companies within the same industry.
3. Create a portfolio that summarizes various industry presentations and prepare an analysis of which business is the best match of personal skills to employer goals.
4. Practice writing resumes and interviewing techniques.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Annual report of presenter's business
 - A. Product lines
 - B. Sales projections
 - C. Income trends
 - D. Employment trends
 - E. Employee benefits
- II. Industry statistics
 - A. Financial trends
 - B. Product lines
 - C. Sales territory
- III. Portfolio development
 - A. Industry presentations
 - B. Personal skills
 - C. Employer goals
- IV. Hiring skills
 - A. Resume writing
 - B. Interview techniques

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include:
- II. 1. Weekly new magazines such as Business Week.
- III. 2. Corporate financial reports.
- IV. 3. Internet reports.
- V. 4. Daily newspapers such as The Wall Street Journal.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Written assignments are required. Appropriate writing assignments may include, but are not
- II. limited to:
- III. 1. Reviewing current periodicals, Internet reports, and annual reports of the presenting corporations.
- IV. 2. Maintaining a portfolio of the various presentations.
- V. 3. Writing thank-you letters to the presenters.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reviewing current periodicals, annual reports, and Internet reports of the presenting corporations.
- III. 2. Maintaining a portfolio of the presenting corporations.
- IV. 3. Writing thank- you notes.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. The student will be asked to:
- II. 1. Review current newspapers, annual reports, and Internet reports to learn financial information about the presenting business and develop questions to ask the presenter about the business.
- III. 2. Prepare a resume appropriate for that business.
- IV. 3. Maintain a portfolio of the business presentations and compare and contrast the various skill requirements of each business to the students' employable skills.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to:
- II. a. Participation in classroom mock interviews.
- III. b. Weekly exercises involving written questions of the current presenter's business.
- IV. c. Library and on-line Internet research of the presenter's business.
- V. d. Development of a portfolio summarizing the presentations and analyzing and matching the skill requirements of the business with the student's abilities.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Presentations by local business.
- * 2. Class discussion.
- * 3. Homework and extended projects.
- * 4. Evaluation of resumes.
- * 5. Mock interviews.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1. 1. Current Annual Report of the presenting business.
- 2. 2. U.S. Department of Education, What Works at Work, Chancellor's Office, California, 1993.
- 3. 3. Current newspapers such as The Wall Street Journal.

ORIGINATOR: Curricunet Version 2

ORIGINATION DATE: 07/27/1998

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 090C
Business Internship Seminars

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 090C Business Internship Seminars (29281)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Job Skills* *Active*;
Certificate of Performance

Courses:

(City)

Job Skills* *Launched*;
Certificate of Performance

Courses:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

**Course Outline of Record:
Curriculum Proposal Report**

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090C
- III. **Course Title:** Business Internship Seminars
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Business Internship Seminars
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Introduces employment opportunities in the local job market.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City- OE/OE Max hrs= 36
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.0667 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 090C

Previous Report

CIC Approval: 09/10/1998
BOT APPROVAL: 10/14/1998
STATE APPROVAL:
EFFECTIVE TERM: Spring 1999

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090C

COURSE TITLE:
Business Internship Seminars

Units:
1
Grade Only

CATALOG COURSE DESCRIPTION:

The purpose of this course is to introduce students to employment opportunities in the local job market. Each class includes five industry presentations that require students to research the particular business, write a practice resume for that business, and conduct a mock interview for that business. This course is intended for students majoring in the computer technology options of the Business Studies certificates of completion, certificates of achievement, and associate in science degrees.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
16 - 18

OUTSIDE-OF-CLASS HOURS:
32 - 36

TOTAL STUDENT LEARNING HOURS:
48 - 54

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Examine corporate annual reports to determine product lines, sales projections, income trends, employment trends, and employee benefits of the presenting businesses.
2. Use the Internet to compare statistics of companies within the same industry.
3. Create a portfolio that summarizes various industry presentations and prepare an analysis of which business is the best match of personal skills to employer goals.
4. Practice writing resumes and interviewing techniques.

SECTION II

Current Report

BUSE 090C

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090C

COURSE TITLE:
Business Internship Seminars

Units:
1
Grade Only

CATALOG COURSE DESCRIPTION:

The purpose of this course is to introduce students to employment opportunities in the local job market. Each class includes five industry presentations that require students to research the particular business, write a practice resume for that business, and conduct a mock interview for that business. This course is intended for students majoring in the computer technology options of the Business Studies certificates of completion, certificates of achievement, and associate in science degrees.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
16 - 18

OUTSIDE-OF-CLASS HOURS:
32 - 36

TOTAL STUDENT LEARNING HOURS:
48 - 54

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Examine corporate annual reports to determine product lines, sales projections, income trends, employment trends, and employee benefits of the presenting businesses.
2. Use the Internet to compare statistics of companies within the same industry.
3. Create a portfolio that summarizes various industry presentations and prepare an analysis of which business is the best match of personal skills to employer goals.
4. Practice writing resumes and interviewing techniques.

SECTION II

1. COURSE OUTLINE AND SCOPE:

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Annual report of presenter's business
 - A. Product lines
 - B. Sales projections
 - C. Income trends
 - D. Employment trends
 - E. Employee benefits
- II. Industry statistics
 - A. Financial trends
 - B. Product lines
 - C. Sales territory
- III. Portfolio development
 - A. Industry presentations
 - B. Personal skills
 - C. Employer goals
- IV. Hiring skills
 - A. Resume writing
 - B. Interview techniques

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include:
- II. 1. Weekly new magazines such as Business Week.
- III. 2. Corporate financial reports.
- IV. 3. Internet reports.
- V. 4. Daily newspapers such as The Wall Street Journal.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Written assignments are required. Appropriate writing assignments may include, but are not
- II. limited to:
- III. 1. Reviewing current periodicals, Internet reports, and annual reports of the presenting corporations.
- IV. 2. Maintaining a portfolio of the various presentations.
- V. 3. Writing thank-you letters to the presenters.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reviewing current periodicals, annual reports, and Internet reports of the presenting corporations.
- III. 2. Maintaining a portfolio of the presenting corporations.
- IV. 3. Writing thank- you notes.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. The student will be asked to:
- II. 1. Review current newspapers, annual reports, and Internet reports to learn financial information about the presenting business and develop questions to ask the presenter about the business.
- III. 2. Prepare a resume appropriate for that business.
- IV. 3. Maintain a portfolio of the business presentations and compare and contrast the various skill requirements of each business to the students' employable skills.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to:
- II. a. Participation in classroom mock interviews.
- III. b. Weekly exercises involving written questions of the current presenter's business.
- IV. c. Library and on-line Internet research of the presenter's business.

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Annual report of presenter's business
 - A. Product lines
 - B. Sales projections
 - C. Income trends
 - D. Employment trends
 - E. Employee benefits
- II. Industry statistics
 - A. Financial trends
 - B. Product lines
 - C. Sales territory
- III. Portfolio development
 - A. Industry presentations
 - B. Personal skills
 - C. Employer goals
- IV. Hiring skills
 - A. Resume writing
 - B. Interview techniques

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include:
- II. 1. Weekly new magazines such as Business Week.
- III. 2. Corporate financial reports.
- IV. 3. Internet reports.
- V. 4. Daily newspapers such as The Wall Street Journal.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Written assignments are required. Appropriate writing assignments may include, but are not
- II. limited to:
- III. 1. Reviewing current periodicals, Internet reports, and annual reports of the presenting corporations.
- IV. 2. Maintaining a portfolio of the various presentations.
- V. 3. Writing thank-you letters to the presenters.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reviewing current periodicals, annual reports, and Internet reports of the presenting corporations.
- III. 2. Maintaining a portfolio of the presenting corporations.
- IV. 3. Writing thank- you notes.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. The student will be asked to:
- II. 1. Review current newspapers, annual reports, and Internet reports to learn financial information about the presenting business and develop questions to ask the presenter about the business.
- III. 2. Prepare a resume appropriate for that business.
- IV. 3. Maintain a portfolio of the business presentations and compare and contrast the various skill requirements of each business to the students' employable skills.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to:
- II. a. Participation in classroom mock interviews.
- III. b. Weekly exercises involving written questions of the current presenter's business.
- IV. c. Library and on-line Internet research of the presenter's business.
- V. d. Development of a portfolio summarizing the presentations and analyzing and matching the skill requirements

V. d. Development of a portfolio summarizing the presentations and analyzing and matching the skill requirements of the business with the student's abilities.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Presentations by local business.
- * 2. Class discussion.
- * 3. Homework and extended projects.
- * 4. Evaluation of resumes.
- * 5. Mock interviews.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Current Annual Report of the presenting business.
2. U.S. Department of Education, What Works at Work, Chancellor's Office, California, 1993.
3. Current newspapers such as The Wall Street Journal.

ORIGINATOR: Curricunet Version 2

CO-CONTRIBUTOR(S)

DATE: 07/27/1998

Status: Active

Date Printed: 11/7/2022

of the business with the student's abilities.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Presentations by local business.
- * 2. Class discussion.
- * 3. Homework and extended projects.
- * 4. Evaluation of resumes.
- * 5. Mock interviews.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Current Annual Report of the presenting business.
2. U.S. Department of Education, What Works at Work, Chancellor's Office, California, 1993.
3. Current newspapers such as The Wall Street Journal.

ORIGINATOR: Curricunet Version 2

ORIGINATION DATE: 07/27/1998

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 090C
- III. Course Title:** Business Internship Seminars
- IV. Disciplines (Instructor Minimum Qualifications):**
- V.**
- VI. Family:**
- VII. Current Short Title:** Business Internship Seminars
- VIII. Course Is Active/Where?** CITY
- IX. Originating Campus:** CITY
- X. Action Proposed:** New Course
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 07/27/1998
- XIII. Proposed Start Semester:** Spring 1999
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Introduces employment opportunities in the local job market.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:** NONE
- II. Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:** City- OE/OE Max hrs= 36
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:**
- II. How Does The Course Fit The College Mission?**
- III. Current Transfer Options:**
- IV.**
- V. Extraordinary Cost to the College:** .
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None**

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 090C
- III. Course Title:** Business Internship Seminars
- IV. Disciplines (Instructor Minimum Qualifications):**
- V.**
- VI. Family:**
- VII. Current Short Title:** Business Internship Seminars
- VIII. Course Is Active/Where?** CITY
- IX. Originating Campus:** CITY
- X. Action Proposed:** Course Deactivation (Not at any College)
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 08/30/2022
- XIII. Proposed Start Semester:** Fall 2024
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Introduces employment opportunities in the local job market.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:** NONE
- II. Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:** City- OE/OE Max hrs= 36
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. How Does The Course Fit The College Mission?**
- III. Current Transfer Options:**
- IV.**
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None**

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.0667 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval: 09/10/1998

VI. BOT Approval: 10/14/1998

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Spring 1999

SECTION VI

CREDIT FOR PRIOR LEARNING

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.0667 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090D

COURSE TITLE:

Workplace Competencies

Units:

1.5

Grade Only

CATALOG COURSE DESCRIPTION:

This course teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for a student to become a successful participant in today's workforce. Emphasis is on time management, organizational skills, and basic thinking, reading, and writing techniques. Students are able to successfully select, learn, retain, analyze, and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:

24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

24 - 27

OUTSIDE-OF-CLASS HOURS:

48 - 54

TOTAL STUDENT LEARNING HOURS:

72 - 81

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Describe and develop techniques to effectively use resources-time, material, space, staff, money.
2. Identify and apply creative thinking, decision-making and reasoning skills to solve social and job

related problems.

3. Demonstrate in the classroom the personal qualities necessary for successful business relationships-responsibility, self-esteem, sociability, self-management, integrity, and the ability to work in a diverse workforce.

4. Identify and demonstrate the basic reading, writing, quantitative, speaking, and listening skills necessary to acquire employment, maintain a job, and advance in the workplace environment.

5. Select the appropriate equipment and tools to use in the workplace environment and learn how to maintain technological literacy.

6. Find, interpret, and evaluate data to solve business problems.

7. Describe the social and technical organizational systems of a business.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Effective use of resources

- A. Time
- B. Material
- C. Space
- D. Staff
- E. Money

II. Thinking skills

- A. Creative thinking
- B. Decision making
- C. Reasoning and problem solving

III. Personal qualities

- A. Responsibility
- B. Self-esteem
- C. Sociability
- D. Self-management
- E. Integrity
- F. Diversity

IV. Basic skills

- A. Reading
- B. Writing
- C. Quantitative
- D. Speaking
- E. Listening
- F. International monetary flows
- G. Multi-national corporations use of technology, capital, and labor

V. Technology literacy

- A. Equipment and tools selection
- B. Workplace technology

VI. Information

- A. Data retrieval
- B. Data evaluation

VII. Systems literacy

- A. The social organization
- B. The technical system

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

I. Appropriate readings include the required textbook and:

II. 1. Daily newspaper such as The Wall Street Journal and Barrons.

- III. 2. Weekly new magazines such as Newsweek and Business Week.
- IV. 3. Internet research on current employment and personnel trends.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. All written work will require application of critical analytical skills. Standard paper formats and structures will be applied. The results of this analysis will be communicated by written assignment. Appropriate writing assignments may include, but are not limited to:

- II. 1. Essay examinations.
- III. 2. Position papers that examine trends in the workplace.
- IV. 3. Case studies that require solving various workplace.
- V. 4. Reviews of current periodicals that deal with employment and personnel issues.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Creating group semester projects that involve selected case studies of workplace trends and issues.
- IV. 3. Reviewing newspapers and news periodicals on business related topics.
- V. 4. Maintaining a daily planner.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Analyzing and comparing various techniques of resource management.
- III. 2. Planning short- and long-term strategies for developing and maintaining currency in job skills.
- IV. 3. Proposing solutions to case studies that deal with workforce problems
- V. 4. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to: In class objective examinations that test for definitions and the ability to apply solutions to business problems. Class participation, including:
 - II. a. Weekly writing exercises involving finding, interpreting, and evaluating business data.
 - III. b. Oral presentation regarding workplace trends.
 - IV. c. Classroom simulations and participation in group activities that involve solving job related issues.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving performed in class.
- * 3. Quiz and examination review performed in class.
- * 4. Optional materials available at the Independent Learning Center.
- * 5. Homework and extended projects.
- * 6. Field observation and field trip.
- * 7. Guest speakers

* 8. Collaborative projects.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Fruehling, Rosemary T. & Oldhan, Neild B.. Working at Human Relations, Paradigm Publishing Intermasters, 1991,
2. Fruehling, Rosemary T. & Oldhan, Neild B.. Human Relations and Work Adjustment, Paradigm Publishing Intermasters, 1995,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Salley Deaton

ORIGINATION DATE: 10/01/1998

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado,Jennifer Boots,Shana Carr,Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 090D
Workplace Competencies

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 090D Workplace Competencies (29282)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Job Skills* *Active*;
Certificate of Performance

Courses:

(City)

Job Skills* *Launched*;
Certificate of Performance

Courses:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

**Course Outline of Record:
Curriculum Proposal Report**

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 090D
- III. **Course Title:** Workplace Competencies
- IV. **Disciplines (Instructor Minimum Qualifications):**
- V.
- VI. **Family:**
- VII. **Current Short Title:** Workplace Competencies
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for success in today's workforce.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit only and not Transferable
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** City- OE/OE Max hrs= 54
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. **How Does The Course Fit The College Mission?**
- III. **Current Transfer Options:**
- IV.
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 090D

Previous Report

CIC Approval: 12/10/1998
BOT APPROVAL: 12/16/1998
STATE APPROVAL:
EFFECTIVE TERM: Spring 1999

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090D

COURSE TITLE:
Workplace Competencies

Units:
1.5
Grade Only

CATALOG COURSE DESCRIPTION:

This course teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for a student to become a successful participant in today's workforce. Emphasis is on time management, organizational skills, and basic thinking, reading, and writing techniques. Students are able to successfully select, learn, retain, analyze, and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
24 - 27

OUTSIDE-OF-CLASS HOURS:
48 - 54

TOTAL STUDENT LEARNING HOURS:
72 - 81

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Describe and develop techniques to effectively use resources-time, material, space, staff, money.
2. Identify and apply creative thinking, decision-making and reasoning skills to solve social and job related problems.
3. Demonstrate in the classroom the personal qualities necessary for successful business relationships-responsibility, self-esteem, sociability, self-management, integrity, and the ability to work in a diverse workforce.
4. Identify and demonstrate the basic reading, writing, quantitative, speaking, and listening skills necessary to acquire employment, maintain a job, and advance in the workplace environment.
5. Select the appropriate equipment and tools to use in the workplace environment and learn how to maintain technological literacy.

Current Report

BUSE 090D

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 090D

COURSE TITLE:
Workplace Competencies

Units:
1.5
Grade Only

CATALOG COURSE DESCRIPTION:

This course teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for a student to become a successful participant in today's workforce. Emphasis is on time management, organizational skills, and basic thinking, reading, and writing techniques. Students are able to successfully select, learn, retain, analyze, and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit only and not Transferable

CID:

TOTAL LECTURE HOURS:
24 - 27

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
24 - 27

OUTSIDE-OF-CLASS HOURS:
48 - 54

TOTAL STUDENT LEARNING HOURS:
72 - 81

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Describe and develop techniques to effectively use resources-time, material, space, staff, money.
2. Identify and apply creative thinking, decision-making and reasoning skills to solve social and job related problems.
3. Demonstrate in the classroom the personal qualities necessary for successful business relationships-responsibility, self-esteem, sociability, self-management, integrity, and the ability to work in a diverse workforce.
4. Identify and demonstrate the basic reading, writing, quantitative, speaking, and listening skills necessary to acquire employment, maintain a job, and advance in the workplace environment.
5. Select the appropriate equipment and tools to use in the workplace environment and learn how to maintain technological literacy.
6. Find, interpret, and evaluate data to solve business problems.
7. Describe the social and technical organizational systems of a business.

6. Find, interpret, and evaluate data to solve business problems.
7. Describe the social and technical organizational systems of a business.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Effective use of resources
 - A. Time
 - B. Material
 - C. Space
 - D. Staff
 - E. Money
- II. Thinking skills
 - A. Creative thinking
 - B. Decision making
 - C. Reasoning and problem solving
- III. Personal qualities
 - A. Responsibility
 - B. Self-esteem
 - C. Sociability
 - D. Self-management
 - E. Integrity
 - F. Diversity
- IV. Basic skills
 - A. Reading
 - B. Writing
 - C. Quantitative
 - D. Speaking
 - E. Listening
 - F. International monetary flows
 - G. Multi-national corporations use of technology capital and labor
- V. Technology literacy
 - A. Equipment and tools selection
 - B. Workplace technology
- VI. Information
 - A. Data retrieval
 - B. Data evaluation
- VII. Systems literacy
 - A. The social organization
 - B. The technical system

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include the required textbook and:
- II. 1. Daily newspaper such as The Wall Street Journal and Barrons.
- III. 2. Weekly new magazines such as Newsweek and Business Week.
- IV. 3. Internet research on current employment and personnel trends.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. All written work will require application of critical analytical skills. Standard paper formats and structures will be applied. The results of this analysis will be communicated by written assignment. Appropriate writing assignments may include, but are not limited to:
- II. 1. Essay examinations.
- III. 2. Position papers that examine trends in the workplace.
- IV. 3. Case studies that require solving various workplace.
- V. 4. Reviews of current periodicals that deal with employment and personnel issues.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Creating group semester projects that involve selected case studies of workplace trends and issues.
- IV. 3. Reviewing newspapers and news periodicals on business related topics.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Effective use of resources
 - A. Time
 - B. Material
 - C. Space
 - D. Staff
 - E. Money
- II. Thinking skills
 - A. Creative thinking
 - B. Decision making
 - C. Reasoning and problem solving
- III. Personal qualities
 - A. Responsibility
 - B. Self-esteem
 - C. Sociability
 - D. Self-management
 - E. Integrity
 - F. Diversity
- IV. Basic skills
 - A. Reading
 - B. Writing
 - C. Quantitative
 - D. Speaking
 - E. Listening
 - F. International monetary flows
 - G. Multi-national corporations use of technology capital and labor
- V. Technology literacy
 - A. Equipment and tools selection
 - B. Workplace technology
- VI. Information
 - A. Data retrieval
 - B. Data evaluation
- VII. Systems literacy
 - A. The social organization
 - B. The technical system

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Appropriate readings include the required textbook and:
- II. 1. Daily newspaper such as The Wall Street Journal and Barrons.
- III. 2. Weekly new magazines such as Newsweek and Business Week.
- IV. 3. Internet research on current employment and personnel trends.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. All written work will require application of critical analytical skills. Standard paper formats and structures will be applied. The results of this analysis will be communicated by written assignment. Appropriate writing assignments may include, but are not limited to:
- II. 1. Essay examinations.
- III. 2. Position papers that examine trends in the workplace.
- IV. 3. Case studies that require solving various workplace.
- V. 4. Reviews of current periodicals that deal with employment and personnel issues.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Out of class assignments may involve, but are not limited to:
- II. 1. Reading and writing as specified in the course syllabus.
- III. 2. Creating group semester projects that involve selected case studies of workplace trends and issues.
- IV. 3. Reviewing newspapers and news periodicals on business related topics.
- V. 4. Maintaining a daily planner.

V. 4. Maintaining a daily planner.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Analyzing and comparing various techniques of resource management.
- III. 2. Planning short- and long-term strategies for developing and maintaining currency in job skills.
- IV. 3. Proposing solutions to case studies that deal with workforce problems
- V. 4. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to: In class objective examinations that test for definitions and the ability to apply solutions to business problems. Class participation, including:
- II. a. Weekly writing exercises involving finding, interpreting, and evaluating business data.
- III. b. Oral presentation regarding workplace trends.
- IV. c. Classroom simulations and participation in group activities that involve solving job related issues.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving performed in class.
- * 3. Quiz and examination review performed in class.
- * 4. Optional materials available at the Independent Learning Center.
- * 5. Homework and extended projects.
- * 6. Field observation and field trip.
- * 7. Guest speakers
- * 8. Collaborative projects.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Fruehling, Rosemary T. & Oldhan, Neild B.. Working at Human Relations, Paradigm Publishing Intermasters, 1991,
2. Fruehling, Rosemary T. & Oldhan, Neild B.. Human Relations and Work Adjustment, Paradigm Publishing Intermasters, 1995,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Salley Deaton

CO-CONTRIBUTOR(S)
DATE: 10/01/1998

Status: Active

Date Printed: 11/7/2022

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Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Appropriate assignments that demonstrate critical thinking involve, but are not limited to:
- II. 1. Analyzing and comparing various techniques of resource management.
- III. 2. Planning short- and long-term strategies for developing and maintaining currency in job skills.
- IV. 3. Proposing solutions to case studies that deal with workforce problems
- V. 4. Distinguishing alternatives and selecting options for resolving conflicts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. The instructor shall, in accordance with District Policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used. Evaluation may be based on a variety of factors, which may include, but are not limited to: In class objective examinations that test for definitions and the ability to apply solutions to business problems. Class participation, including:
- II. a. Weekly writing exercises involving finding, interpreting, and evaluating business data.
- III. b. Oral presentation regarding workplace trends.
- IV. c. Classroom simulations and participation in group activities that involve solving job related issues.

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Methods of instruction may include, but are not limited to, the following:

- * Methods of instruction may include, but are not limited to:
- * 1. Lecture and visual aids.
- * 2. Discussion and problem solving performed in class.
- * 3. Quiz and examination review performed in class.
- * 4. Optional materials available at the Independent Learning Center.
- * 5. Homework and extended projects.
- * 6. Field observation and field trip.
- * 7. Guest speakers
- * 8. Collaborative projects.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Fruehling, Rosemary T. & Oldhan, Neild B.. Working at Human Relations, Paradigm Publishing Intermasters, 1991,
2. Fruehling, Rosemary T. & Oldhan, Neild B.. Human Relations and Work Adjustment, Paradigm Publishing Intermasters, 1995,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Salley Deaton

ORIGINATION DATE: 10/01/1998

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 090D
- III. Course Title: Workplace Competencies
- IV. Disciplines (Instructor Minimum Qualifications):
- V.
- VI. Family:
- VII. Current Short Title: Workplace Competencies
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: CITY
- X. Action Proposed: New Course
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 10/01/1998
- XIII. Proposed Start Semester: Spring 1999
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: Teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for success in today's workforce.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information: City- OE/OE Max hrs= 54
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:
- II. How Does The Course Fit The College Mission?
- III. Current Transfer Options:
- IV.
- V. Extraordinary Cost to the College: .
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 090D
- III. Course Title: Workplace Competencies
- IV. Disciplines (Instructor Minimum Qualifications):
- V.
- VI. Family:
- VII. Current Short Title: Workplace Competencies
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: CITY
- X. Action Proposed: Course Deactivation (Not at any College)
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 08/30/2022
- XIII. Proposed Start Semester: Fall 2024
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: Teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for success in today's workforce.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit only and not Transferable
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information: City- OE/OE Max hrs= 54
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action: Deactivate at City College; college no longer plans to offer the course.
- II. How Does The Course Fit The College Mission?
- III. Current Transfer Options:
- IV.
- V. Extraordinary Cost to the College: None.
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval: 12/10/1998

VI. BOT Approval: 12/16/1998

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Spring 1999

SECTION VI

CREDIT FOR PRIOR LEARNING

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23):

Course Program Status (CB24):

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.50

Total Units: 1.5

Lecture Hours Min: 24.00 **Max:** 27.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 24.00 **Max:** 27.00

Outside-of-Class Hours Min: 48.00 **Max:** 54.00

Total Student Learning Hours Min: 72.00 **Max:** 81.00

FTEF Lecture Min: 0.1000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.1000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 10/01/1998

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 100

COURSE TITLE:

Introduction to Business

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This introductory course for both business and non-business majors provides a broad understanding of the business community, including how culture; society; economic systems; legal, international, political, and financial institutions; and human behavior interact to affect a business organization's policies and practices within the U.S. and a global society. Topics include business functions and terminology; organizational structure and design; leadership; human resource management; organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and business career planning. This course is intended for students majoring in Business or anyone interested in the function and role of the business community.

REQUISITES:

Advisory:

BUSE 092 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Cite the various ways the U.S. government affects, restricts, and protects business.
2. Compare and contrast private versus public enterprise, including forms of ownership and interrelationships among businesses, government, and society.
3. Differentiate between domestic and global business ethics, including the effect of multicultural environments and the role of law.
4. Define and describe the management functions of planning, organizing, leading, and controlling.
5. Identify and describe the basics of business law including contracts, torts, intellectual property, and the U.S. legal system.
6. Analyze the role of organized labor as applied to both public and private organizations.
7. Discuss current production and operations processes, including sustainability.
8. Identify key human resource management functions, including workforce diversity management.
9. Illustrate the role of marketing and the role of consumers in more than one business field.
10. Assess how the Internet, e-commerce, and emerging technologies influence today's business communities.
11. Evaluate the basic components of financial statements, including ratio analysis.
12. Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls.
13. Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information.
14. Evaluate emerging trends and options in the areas of risk management and insurance.
15. Apply steps in the Career Planning Model to one's own business career.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Private and public enterprise
 - A. The U.S. business environment
 - B. Forms of ownership
 - C. Relationships with government and society
 1. Business ethics and social responsibility
 2. Communications in business
 - D. Business law
 1. Contracts
 2. Torts
 3. Intellectual property
 4. U.S. legal system
- II. Doing business in the global economy
 - A. Economic foundations and systems
 - B. Contemporary business framework
 - C. Business ethics and social responsibility
 - D. Economic challenges facing global and domestic business
 - E. Global market competition
- III. Management, leadership, and internal organization
 - A. Management functions
 - B. Techniques of performance improvement
 - C. Organizational structure design
 - D. Contemporary management and leadership styles
- IV. Human resource management
 - A. Functions
 - B. Motivation
 - C. Role of organized labor
 - D. Labor-management relations

- E. Diversity management
 - F. Unconscious bias in recruitment and hiring
- V. Production and operations management
 - A. Processes
 - B. Sustainability
- VI. Marketing management
 - A. Customers and marketing strategies
 - B. Product pricing
 - C. Product distribution
 - D. Product and service promotion using integrated marketing communications
- VII. Technology and information
 - A. Information management
 - B. Internet and e-commerce
 - C. Emerging information technologies
- VIII. Financial information and accounting
 - A. Components of financial statements
 - B. Ratio analysis
- IX. Risk management and financing
 - A. Money and financial institutions
 - 1. The financial system
 - 2. Types of financing
 - 3. Internal and external financing and controls
 - B. Investing
 - 1. Securities markets
 - 2. Investment options
 - 3. Mechanisms of investing
 - 4. Analysis of business financial information
 - C. Risk and insurance
- X. Career Planning Model
 - A. Exploration of self (e.g. interests, personality, skills, values)
 - B. Researching career opportunities
 - 1. Majors
 - 2. Careers
 - 3. Outlook/salaries
 - 4. Work environment
 - 5. Informational interviewing
 - 6. Employers
 - C. Setting career goals
 - 1. Clarifying goals
 - 2. Creating an education plan
 - 3. Developing work experience (e.g. internships, volunteering, portfolios)
 - D. Job searching and preparation (e.g. networking, résumés, interviewing)

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook(s).
- II. Business articles from daily newspapers, such as the Wall Street Journal or U-T San Diego.
- III. Supplemental readings from handouts provided in class.
- IV. Business articles from current issues of Barrons and Forbes.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Analytical reports that involve interpretation of facts and figures and presentation of conclusions and recommendations on assigned business topics.
- II. Essay examinations.
- III. Short essays on emerging business trends.
- IV. Business case analyses.
- V. Written reviews of current business periodicals.

VI. Written analyses of Internet articles related to domestic and global business issues.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Completing reading and writing assignments including a semester project on a business management topic.
- II. Conducting library, electronic, and other archival research on various business topics.
- III. Viewing assigned/recommended media materials dealing with contemporary business issues.
- IV. Attending field trips and/or business lectures/seminars.
- V. Experiential project-based assignments such as informational interviews.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing and comparing various types of business ownerships.
- II. Differentiating between marketing and consumer roles based upon alternative situations and contemporary business events.
- III. Analyzing and applying management functions, styles, and processes to contemporary business events.
- IV. Appraising and summarizing the role of organized labor in business organizations today.
- V. Critically evaluating a diversity management program in a business or other organization.
- VI. Applying the steps in the Career Planning Model by assessing one's own interests, skills, and values, researching occupations in a business career field of interest, setting career-related educational goals, networking, etc.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In-class objective examinations that test the student's knowledge of business terms and concepts.
- II. Out-of-class writing assignments, such as take-home exams, research papers, experiential project-based assignments, or analytical reports that test the student's ability to relate business theory and practices to real world situations.
- III. Class participation, including group exercises involving written critiques and comparisons of business styles and theories and class discussions of case studies and applied business concepts and principles.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Field trips.
- * B. On/off-campus lectures/seminars.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Bovee, Courtland L. and John V. Thill. Business in Action, 8th ed. Pearson, 2021, ISBN: 9780134129952
- 2. Gitman, Lawrence J., et. al. Introduction to Business, 1st ed. OpenStax, 2018, ISBN: 9781947172555

3. Kelly, Marcella and Chuck Williams. BUSN 12, 12th ed. Cengage Learning, 2023, ISBN: 9780357122945
4. Madura, Jeff. Introduction to Business, 5th ed. Paradigm Pub Intl, 2011, ISBN: 9780763836207
5. Nickels, William G., James M. McHugh, and Susan M. McHugh. Understanding Business, 13th ed. McGraw-Hill, 2022, ISBN: 9781266043222
6. Solomon, Michael R., Mary Anne Poatsy, and Kendall Martin. Better Business, 5th ed. Pearson, 2018, ISBN: 9781947172548

MANUALS:

PERIODICALS:

1. *Wall Street Journal*,
2. *Barron's*,
3. *Bloomberg Business Week*,
4. *Forbes*,

SOFTWARE:

SUPPLIES:

ORIGINATOR: Duane Short
ORIGINATION DATE: 02/02/2016
PROPOSAL ORIGINATOR: Duane Short
CO-CONTRIBUTOR(S) Alex Stiller-Shulman
PROPOSAL DATE: 02/10/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 100
Introduction to Business

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 100 Introduction to Business (28817)

Advisory

BUSE 155 (Approved)

DISTRICT GENERAL EDUCATION:

D Social and Behavioral Sciences

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(**Miramar**)

Accountancy *Active*;

Associate of Science Degree

Major Courses

(**Mesa**)

Accounting *Active*;

Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Business Administration *Active*;

Associate of Science Degree

Courses Required for the Major:

(**Miramar**)

Business Administration *Active*;

Associate of Science Degree

Select at least three courses from the following:

(**Mesa**)

Business Administration *Active*;

Certificate of Achievement

Courses Required for the Major:

(**Miramar**)

Business Administration *Active*;

Certificate of Achievement

Select at least three courses from the following:

(**Mesa**)

Business Management *Active*;
Associate of Science Degree

Courses Required for the Major:

(**Miramar**)

Business Management *Active*;
Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Business Management *Active*;
Certificate of Achievement

Courses Required for the Major:

(**Miramar**)

Business Management *Active*;
Certificate of Achievement

Courses Required for the Major:

(**City**)

Cosmetology *Active*;
Associate of Science Degree

Recommended Electives:

(**Miramar**)

Early Education Entrepreneurship *Approved*;
Associate of Science Degree

Major Courses

(**Miramar**)

Early Education Entrepreneurship *Approved*;
Certificate of Achievement

Major Courses

(**Miramar**)

Entrepreneurship *Active*;
Associate of Science Degree

Major Courses

(**Miramar**)

Entrepreneurship *Active*;
Certificate of Achievement

Major Courses

(**Miramar**)

Honors Global Competencies *Approved*;

Certificate of Achievement

GLOBAL STUDIES - SELECT A MINIMUM OF 9 UNITS FROM THREE
DIFFERENT SUBJECT AREAS

(**Mesa**)

Marketing *Active*;

Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Marketing *Active*;

Certificate of Achievement

Courses Required for the Major:

(**Miramar**)

Occupational/Technical Studies *Active*;

Associate of Science Degree

Select at least one course from the following occupational courses:

(**City**)

Small Business Management Entrepreneur *Active*;

Associate of Science Degree

Courses Required for the Major:

(**City**)

Small Business Management Entrepreneur *Active*;

Certificate of Achievement

Courses Required for Major:

(**Mesa**)

Small Business Management and Entrepreneurship *Active*;

Associate of Science Degree

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 100
- III. **Course Title:** Introduction to Business
- IV. **Disciplines (Instructor Minimum Qualifications):** Business
- V.
- VI. **Family:**
- VII. **Current Short Title:** Introduction to Business
- VIII. **Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. **Originating Campus:** MIRAMAR
- X. **Action Proposed:** Course Revision (May Include Activation)
- XI. **Distance Education Proposed At:**
- XII. **Proposal Originating Date:** 02/10/2022
- XIII. **Proposed Start Semester:** Fall 2023
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Introduction to business organizations and practices.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Advisory: BUSE 092 with a grade of "C" or better, or equivalent.
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Six-year review, including approval for credit by exam (CBE) option at each college's discretion, removal of ENGL basic skills advisories (since those courses are being deactivated), update to distance ed info for Miramar, updates to example textbooks, addition of content related to business career planning and workforce diversity management, and minor edits to wording and punctuation. (Course revision is for six year review.)
- II. **How Does The Course Fit The College Mission?** 1. Vocational/Occupational 2. Transfer
- III. **Current Transfer Options:** 1. UC Transfer Course List
- IV. **Proposed College/District Purpose:** 1. District general education 2. Major Requirement - Associate Degree 3. Major Requirement - Certificate of Achievement 4. Major Requirement - Certificate of Performance
- V. **Extraordinary Cost to the College:** None..
- VI. **Library Resource Materials:** None.

GENERAL EDUCATION ANALYSIS

District General Education:

D Social and Behavioral Sciences

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Write basic college level compositions and short responses.

- I. Course: BUSE 092 Apply the principles of grammar to write and speak in various business settings and purposes.**
- II. Course: BUSE 092 Apply the principles of punctuation, capitalization, number usage, and abbreviation to write coherent business documents.**
- III. Course: BUSE 092 Compose coherent sentences and paragraphs for business documents and correspondence.**

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. MIRAMAR**
- II. Distance Education Methods of Instruction: 1. Fully Online**
- III. Other Distance Education Methods:**
- IV. Type and frequency of contact may include, but is not limited to:**
 - 1. Announcements
weekly
Participant/s: Faculty to Student/s
 - 2. Chat Rooms
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 3. Collaborative Web Documents
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 4. Conferencing
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 5. Discussion Board
at least three times during the term with the instructor and with other students (in the absence of other collaborative student projects)
Participant/s: Faculty to Student/s , Among Students
 - 6. Email/Message System
as needed
Participant/s: Faculty to Student/s
 - 7. Field Trips
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 8. Group Meetings
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 9. Individual Meetings
as needed
Participant/s: Faculty to Student/s
 - 10. Individualized Assignment Feedback
as assigned
Participant/s: Faculty to Student/s
 - 11. Synchronous or Asynchronous Video
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 12. Telephone Contact
as needed
Participant/s: Faculty to Student/s
- V. List of Techniques:** Students will interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system will be altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board, and the chat room. In addition, students will participate in individual and group projects and discussion via the discussion board and chat rooms. Research will be conducted

via the web and/or local libraries, and students will be required to assess and evaluate the information they obtain. Students will also demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.

- VI. **How to Evaluate Students for Achieved Outcomes:** Multiple measures will be used to assess student learning outcomes. These include performance on objective examinations administered via the assessment tool, expository essays, research reports, and/or group presentations posted to the discussion board or other online collaboration tool.
- VII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for the in-person class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. **Audio Visual Library Materials:** NO
- IX. **MESA**
- X. **Distance Education Methods of Instruction:** 1. On-line course
- XI. **Other Distance Education Methods:**
- XII. **Type and frequency of contact may include, but is not limited to:**
 - 1. Chat Rooms
as assigned
 - 2. E-mail
weekly
 - 3. Individual Meetings
as needed
 - 4. Orientation Sessions
as assigned
 - 5. Threaded Conferencing
at least three times during the term
 - 6. Voice Mail
as needed
- XIII. **List of Techniques:** n/a
- XIV. **How to Evaluate Students for Achieved Outcomes:** Same as in course outline except quizzes and exams will be administered online.
- XV. **Additional Resources/Materials/Information:** n/a Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XVI. **Audio Visual Library Materials:** NO
- XVII. **CITY**
- XVIII. **Distance Education Methods of Instruction:** 1. On-line course
- XIX. **Other Distance Education Methods:**
- XX. **Type and frequency of contact may include, but is not limited to:**
 - 1. Chat Rooms
 - 2. E-mail
 - 3. Individual Meetings
 - 4. Orientation Sessions
 - 5. Review Sessions
 - 6. Threaded Conferencing
 - 7. Voice Mail
- XXI. **List of Techniques:** 1. Electronic lecture 2. Discussion boards 3. Case studies 4. Chat rooms 5. E-mail.
- XXII. **How to Evaluate Students for Achieved Outcomes:** Analytical semester projects, research papers, and objective tests.
- XXIII. **Additional Resources/Materials/Information:** Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Evaluate the risks and benefits of the legal forms of ownership available in California and explore business management theories and techniques.
- Conduct a personal SWOT analysis and develop a plan for success.

MESA

- Understand business structure, ownership, and management, including ethical practices.
- Explain business environments and markets, including private enterprise and competition.
- Analyze finance and commerce, including securities markets and the role of the Federal Reserve.
- Demonstrate an awareness of business operations, including resources and technology.

MIRAMAR

- Compare and contrast private vs. public enterprise, ownerships, and interrelationships among businesses, government, and society with emphasis upon multi-cultural and ethical environs.
- Analyze and examine management functions, styles, processes and the role of law in business
- Debate and examine the role of the internet, e-commerce and emerging technologies and their influence in today's business.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0505.00 Business Administration

SAM Code: D - Possibly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 02/10/2022

IV. Last Outline Revision Date: 08/25/2016

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

Eligible for Credit by Examination: Yes

Offered at:

BUSE 100

Previous Report

CIC Approval: 08/25/2016
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM: Fall 2017

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 100

COURSE TITLE:

Introduction to Business

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This introductory course for both business and non-business majors provides a broad understanding of the business community, including how culture; society; economic systems; legal, international, political, and financial institutions; and human behavior interact to affect a business organization's policies and practices within the U.S. and a global society. Topics include business functions and terminology; organizational structure and design; leadership; human resource management; organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and occupational choices. This course is intended for students majoring in Business or anyone interested in the function and role of the business community.

REQUISITES:

Advisory:

BUSE 092 with a grade of "C" or better, or equivalent
or
ENGL 042 with a grade of "C" or better, or equivalent or Milestone R40
&
ENGL 043 with a grade of "C" or better, or equivalent or Milestone W40

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Cite the various ways the U.S. government affects, restricts, and protects business

Current Report

BUSE 100

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 100

COURSE TITLE:

Introduction to Business

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This introductory course for both business and non-business majors provides a broad understanding of the business community, including how culture; society; economic systems; legal, international, political, and financial institutions; and human behavior interact to affect a business organization's policies and practices within the U.S. and a global society. Topics include business functions and terminology; organizational structure and design; leadership; human resource management; organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and business career planning. This course is intended for students majoring in Business or anyone interested in the function and role of the business community.

REQUISITES:

Advisory:

BUSE 092 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Cite the various ways the U.S. government affects, restricts, and protects business.

2. Compare and contrast private versus public enterprise, including forms of ownership and interrelationships among businesses, government, and society
3. Differentiate between domestic and global business ethics, including the effect of multicultural environments and the role of law
4. Define and describe the management functions of planning, organizing, leading, and controlling
5. Identify and describe the basics of business law including contracts, torts, intellectual property, and the American legal system
6. Analyze the role of organized labor as applied to both public and private organizations
7. Discuss current production and operations processes, including sustainability
8. Identify key human resource management functions and laws
9. Illustrate the role of marketing and the role of consumers in more than one business field
10. Assess how the Internet, e-commerce, and emerging technologies influence today's business communities
11. Evaluate the basic components of financial statements, including ratio analysis
12. Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls
13. Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information
14. Evaluate emerging trends and options in the areas of risk management and insurance

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Private and public enterprise
 - A. The U.S. business environment
 - B. Forms of ownership
 - C. Relationships with government and society
 1. Business ethics and social responsibility
 2. Communications in business
 - D. Business law
 1. Contracts
 2. Torts
 3. Intellectual property
- II. Doing business in the global economy
 - A. Economic foundations and systems
 - B. Contemporary business framework
 - C. Business ethics and social responsibility
 - D. Economic challenges facing global and domestic business
 - E. Global market competition
- III. Management leadership and internal organization
 - A. Management functions
 - B. Performance improvement
 1. Empowerment
 2. Self-managed teams
 3. Communications
 - C. Organizational structure design
 - D. Contemporary management and leadership styles
- IV. Human resource management
 - A. Functions
 - B. Motivation
 - C. Role of organized labor
 - D. Labor-management relations
- V. Production and operations management
 - A. Processes
 - B. Sustainability
- VI. Marketing management
 - A. Customers and marketing strategies
 - B. Product pricing
 - C. Product distribution
 - D. Product and service promotion using integrated marketing communications
- VII. Technology and information
 - A. Information management
 - B. Internet and e-commerce
 - C. Emerging information technologies
- VIII. Financial information and accounting

2. Compare and contrast private versus public enterprise, including forms of ownership and interrelationships among businesses, government, and society.
3. Differentiate between domestic and global business ethics, including the effect of multicultural environments and the role of law.
4. Define and describe the management functions of planning, organizing, leading, and controlling.
5. Identify and describe the basics of business law including contracts, torts, intellectual property, and the U.S. legal system.
6. Analyze the role of organized labor as applied to both public and private organizations.
7. Discuss current production and operations processes, including sustainability.
8. Identify key human resource management functions, including workforce diversity management.
9. Illustrate the role of marketing and the role of consumers in more than one business field.
10. Assess how the Internet, e-commerce, and emerging technologies influence today's business communities.
11. Evaluate the basic components of financial statements, including ratio analysis.
12. Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls.
13. Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information.
14. Evaluate emerging trends and options in the areas of risk management and insurance.
15. Apply steps in the Career Planning Model to one's own business career.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Private and public enterprise
 - A. The U.S. business environment
 - B. Forms of ownership
 - C. Relationships with government and society
 1. Business ethics and social responsibility
 2. Communications in business
 - D. Business law
 1. Contracts
 2. Torts
 3. Intellectual property
 4. U.S. legal system
- II. Doing business in the global economy
 - A. Economic foundations and systems
 - B. Contemporary business framework
 - C. Business ethics and social responsibility
 - D. Economic challenges facing global and domestic business
 - E. Global market competition
- III. Management leadership and internal organization
 - A. Management functions
 - B. Techniques of performance improvement
 - C. Organizational structure design
 - D. Contemporary management and leadership styles
- IV. Human resource management
 - A. Functions
 - B. Motivation
 - C. Role of organized labor
 - D. Labor-management relations
 - E. Diversity management
 - F. Unconscious bias in recruitment and hiring
- V. Production and operations management
 - A. Processes
 - B. Sustainability
- VI. Marketing management
 - A. Customers and marketing strategies
 - B. Product pricing
 - C. Product distribution
 - D. Product and service promotion using integrated marketing communications
- VII. Technology and information
 - A. Information management
 - B. Internet and e-commerce
 - C. Emerging information technologies
- VIII. Financial information and accounting
 - A. Components of financial statements

- A. Components of financial statements
- B. Ratio analysis
- IX. Risk management and financing
 - A. Money and financial institutions
 - 1. The financial system
 - 2. Types of financing
 - 3. Internal and external financing and controls
 - B. Investing
 - 1. Securities markets
 - 2. Investment options
 - 3. Mechanisms of investing
 - 4. Analysis of business financial information
 - C. Risk and insurance

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook(s)
- II. Business articles from daily newspapers, such as the Wall Street Journal or U-T San Diego
- III. Supplemental readings from handouts provided in class
- IV. Business articles from current issues of Barrons and Forbes

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Analytical reports that involve interpretation of facts and figures and presentation of conclusions and recommendations on assigned business topics
- II. Essay examinations
- III. Short essays on emerging business trends
- IV. Business case analyses
- V. Written reviews of current business periodicals
- VI. Written analyses of Internet articles related to domestic and global business issues

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Completing reading and writing assignments including a semester project on a business management topic
- II. Conducting library, electronic, and other archival research on various business topics
- III. Viewing assigned/recommended media materials dealing with contemporary business issues
- IV. Attending field trips and/or business lectures/seminars
- V. Experiential project-based assignments

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing and comparing various types of business ownerships
- II. Differentiating between marketing and consumer roles based upon alternative situations and contemporary business events
- III. Analyzing and applying management functions, styles, and processes to contemporary business events
- IV. Appraising and summarizing the role of organized labor in business organizations today

- B. Ratio analysis
- IX. Risk management and financing
 - A. Money and financial institutions
 - 1. The financial system
 - 2. Types of financing
 - 3. Internal and external financing and controls
 - B. Investing
 - 1. Securities markets
 - 2. Investment options
 - 3. Mechanisms of investing
 - 4. Analysis of business financial information
 - C. Risk and insurance
- X. Career Planning Model
 - A. Exploration of self (e.g. interests personality skills values)
 - B. Researching career opportunities
 - 1. Majors
 - 2. Careers
 - 3. Outlook/salaries
 - 4. Work environment
 - 5. Informational interviewing
 - 6. Employers
 - C. Setting career goals
 - 1. Clarifying goals
 - 2. Creating an education plan
 - 3. Developing work experience (e.g. internships volunteering portfolios)
 - D. Job searching and preparation (e.g. networking résumés interviewing)

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook(s).
- II. Business articles from daily newspapers, such as the Wall Street Journal or U-T San Diego.
- III. Supplemental readings from handouts provided in class.
- IV. Business articles from current issues of Barrons and Forbes.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Analytical reports that involve interpretation of facts and figures and presentation of conclusions and recommendations on assigned business topics.
- II. Essay examinations.
- III. Short essays on emerging business trends.
- IV. Business case analyses.
- V. Written reviews of current business periodicals.
- VI. Written analyses of Internet articles related to domestic and global business issues.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Completing reading and writing assignments including a semester project on a business management topic.
- II. Conducting library, electronic, and other archival research on various business topics.
- III. Viewing assigned/recommended media materials dealing with contemporary business issues.
- IV. Attending field trips and/or business lectures/seminars.
- V. Experiential project-based assignments such as informational interviews.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing and comparing various types of business ownerships.
- II. Differentiating between marketing and consumer roles based upon alternative situations and contemporary business events.
- III. Analyzing and applying management functions, styles, and processes to contemporary business events.
- IV. Appraising and summarizing the role of organized labor in business organizations today.
- V. Critically evaluating a diversity management program in a business or other organization.
- VI. Applying the steps in the Career Planning Model by assessing one's own interests, skills, and values, researching occupations in a business career field of interest, setting career-related educational goals, networking, etc.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In-class objective examinations that test the student's knowledge of business terms and concepts
- II. Out-of-class writing assignments, such as take-home exams, research papers, experiential project-based assignments, or analytical reports that test the student's ability to relate business theory and practices to real world situations
- III. Class participation, including group exercises involving written critiques and comparisons of business styles and theories and class discussions of case studies and applied business concepts and principles

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Field trips
- * B. On/off-campus lectures/seminars

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Bovee, Courtland L. and John V. Thill. Business in Action, 7th ed. Prentice Hall, 2014, ISBN: 9780133773897
2. Kelly, Marcella and Chuck Williams. BUSN 8, 8th ed. Cengage Learning, 2016, ISBN: 9781285775296
3. Madura, Jeff. Introduction to Business, 5th ed. Paradigm Pub Intl, 2011, ISBN: 9780763836207
4. Nickels, William G., James M. McHugh, and Susan M. McHugh. Understanding Business, 11th ed. McGraw-Hill, 2015, ISBN: 9780078023163
5. Solomon, Michael R., Mary Anne Poatsy, and Kendall Martin. Better Business, 4th ed. Prentice Hall, 2015, ISBN: 9780133920581

MANUALS:

PERIODICALS:

1. *Wall Street Journal*,
2. *Barron's*,
3. *Bloomberg Business Week*,
4. *Forbes*,

SOFTWARE:

SUPPLIES:

ORIGINATOR: Duane Short

CO-CONTRIBUTOR(S)

DATE: 02/02/2016

Status: Active

Date Printed: 11/7/2022

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In-class objective examinations that test the student's knowledge of business terms and concepts.
- II. Out-of-class writing assignments, such as take-home exams, research papers, experiential project-based assignments, or analytical reports that test the student's ability to relate business theory and practices to real world situations.
- III. Class participation, including group exercises involving written critiques and comparisons of business styles and theories and class discussions of case studies and applied business concepts and principles.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Field trips.
- * B. On/off-campus lectures/seminars.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Bovee, Courtland L. and John V. Thill. Business in Action, 8th ed. Pearson, 2021, ISBN: 9780134129952
2. Gitman, Lawrence J., et. al. Introduction to Business, 1st ed. OpenStax, 2018, ISBN: 9781947172555
3. Kelly, Marcella and Chuck Williams. BUSN 12, 12th ed. Cengage Learning, 2023, ISBN: 9780357122945
4. Madura, Jeff. Introduction to Business, 5th ed. Paradigm Pub Intl, 2011, ISBN: 9780763836207
5. Nickels, William G., James M. McHugh, and Susan M. McHugh. Understanding Business, 13th ed. McGraw-Hill, 2022, ISBN: 9781266043222
6. Solomon, Michael R., Mary Anne Poatsy, and Kendall Martin. Better Business, 5th ed. Pearson, 2018, ISBN: 9781947172548

MANUALS:

PERIODICALS:

1. *Wall Street Journal*,
2. *Barron's*,
3. *Bloomberg Business Week*,
4. *Forbes*,

SOFTWARE:

SUPPLIES:

ORIGINATOR: Duane Short

ORIGINATION DATE: 02/02/2016

PROPOSAL ORIGINATOR: Duane Short

CO-CONTRIBUTOR(S) Alex Stiller-Shulman

PROPOSAL DATE: 02/10/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 100
- III. Course Title:** Introduction to Business
- IV. Disciplines (Instructor Minimum Qualifications):** Business
- V.**
- VI. Family:**
- VII. Current Short Title:** Introduction to Business
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MIRAMAR
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:**
- XII. Proposal Originating Date:** 02/02/2016
- XIII. Proposed Start Semester:** Fall 2017
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Introduction to business organizations and practices.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: BUSE 092 with a grade of "C" or better, or equivalent.
or Advisory: ENGL 042 with a grade of "C" or better, or equivalent. or Milestone R40
& Advisory: ENGL 043 with a grade of "C" or better, or equivalent. or Milestone W40
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Two-year review. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. Current Transfer Options:** 1. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. District general education 2. Major Requirement - Associate Degree 3. Major Requirement - Certificate of Achievement 4. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None..
- VI. Library Resource Materials:** None.

GENERAL EDUCATION ANALYSIS

District General Education:

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 100
- III. Course Title:** Introduction to Business
- IV. Disciplines (Instructor Minimum Qualifications):** Business
- V.**
- VI. Family:**
- VII. Current Short Title:** Introduction to Business
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MIRAMAR
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:**
- XII. Proposal Originating Date:** 02/10/2022
- XIII. Proposed Start Semester:** Fall 2023
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Introduction to business organizations and practices.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: BUSE 092 with a grade of "C" or better, or equivalent.
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six-year review, including approval for credit by exam (CBE) option at each college's discretion, removal of ENGL basic skills advisories (since those courses are being deactivated), update to distance ed info for Miramar, updates to example textbooks, addition of content related to business career planning and workforce diversity management, and minor edits to wording and punctuation. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Vocational/Occupational 2. Transfer
- III. Current Transfer Options:** 1. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. District general education 2. Major Requirement - Associate Degree 3. Major Requirement - Certificate of Achievement 4. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None..
- VI. Library Resource Materials:** None.

GENERAL EDUCATION ANALYSIS

District General Education:

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Demonstrate both orally and in writing the ability to read and comprehend basic college level books and resource materials.

- I. Course: BUSE 092 Identify language mechanics and word usage commonly found in business documents.
- II. Course: ENGL 042 Read and comprehend a wide variety of pre-college and basic college level texts with success, confidence, and enjoyment.
- III. Course: ENGL 042 Analyze and respond to pre-college and basic college level reading materials, both orally and in writing, using basic critical thinking skills.
- IV. Course: ENGL 042 Apply strategies for reading a variety of material, such as fiction, nonfiction and textbook assignments, including pre-reading, reading, and post-reading strategies.
- V. Course: ENGL 042 Utilize a variety of basic vocabulary acquisition strategies.
- VI. Course: BUSE 092 Explain the value of reference manuals as used in business.

Write basic college level compositions and short responses.

- I. Course: BUSE 092 Apply the principles of grammar to write and speak in various business settings and purposes.
- II. Course: ENGL 043 Plan and write sentences, paragraphs, and basic compositions (which may include short essays) (for a total of 2,500-3,000 graded words) that are clear, unified, and purposeful on personal and non-personal or abstract topics.
- III. Course: BUSE 092 Compose coherent sentences and paragraphs for business documents and correspondence.
- IV. Course: ENGL 043 Produce in-class paragraphs and basic compositions that demonstrate organizing, composing, revising and editing skills.
- V. Course: ENGL 043 Practice and apply appropriate mechanical and grammatical structures in the production and editing of sentences, paragraphs, and basic compositions.

SECTION III**COURSE DISTANCE EDUCATION INFORMATION****I. MIRAMAR****II. Distance Education Methods of Instruction:** 1. On-line course**III. Other Distance Education Methods:****IV. Type and frequency of contact may include, but is not limited to:**

1. Chat Rooms
as assigned
2. E-mail
weekly
3. Individual Meetings
as needed
4. Orientation Sessions
as assigned
5. Review Sessions
as assigned
6. Threaded Conferencing
at least three times during the term
7. Voice Mail
as needed

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Write basic college level compositions and short responses.

- I. Course: BUSE 092 Apply the principles of grammar to write and speak in various business settings and purposes.
- II. Course: BUSE 092 Apply the principles of punctuation, capitalization, number usage, and abbreviation to write coherent business documents.
- III. Course: BUSE 092 Compose coherent sentences and paragraphs for business documents and correspondence.

SECTION III**COURSE DISTANCE EDUCATION INFORMATION****I. MIRAMAR****II. Distance Education Methods of Instruction:** 1. Fully Online**III. Other Distance Education Methods:****IV. Type and frequency of contact may include, but is not limited to:**

1. Announcements
weekly
Participant/s: Faculty to Student/s
2. Chat Rooms
as assigned
Participant/s: Faculty to Student/s , Among Students
3. Collaborative Web Documents
as assigned
Participant/s: Faculty to Student/s , Among Students
4. Conferencing
as assigned
Participant/s: Faculty to Student/s , Among Students
5. Discussion Board
at least three times during the term with the instructor and with other students (in the absence of other collaborative student projects)
Participant/s: Faculty to Student/s , Among Students
6. Email/Message System
as needed
Participant/s: Faculty to Student/s
7. Field Trips
as assigned
Participant/s: Faculty to Student/s , Among Students
8. Group Meetings
as assigned
Participant/s: Faculty to Student/s , Among Students
9. Individual Meetings
as needed
Participant/s: Faculty to Student/s
10. Individualized Assignment Feedback
as assigned
Participant/s: Faculty to Student/s
11. Synchronous or Asynchronous Video
as assigned
Participant/s: Faculty to Student/s , Among Students
12. Telephone Contact
as needed
Participant/s: Faculty to Student/s

V. List of Techniques: Students will interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system will be altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board, and the chat room. In addition, students will participate

V. List of Techniques: Students will interact with each other and the instructor in ways that mirror the traditional classroom, only the delivery system will be altered. These methods include one-on-one communication with the instructor and other students via e-mail, the discussion board, and the chat room. In addition, students will participate in individual and group projects and discussion via the discussion board and chat rooms. Research will be conducted via the web and/or local libraries, and students will be required to assess and evaluate the information they obtain. Students will also demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.

VI. How to Evaluate Students for Achieved Outcomes: Multiple measures will be used to assess student learning outcomes. These include performance on objective examinations administered via the assessment tool, expository essays, research reports, and/or group presentations posted to the discussion board or other online collaboration tool.

VII. Additional Resources/Materials/Information: The instructor may use the Internet to post web sites that students can access for relevant reading. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. MESA

X. Distance Education Methods of Instruction: 1. On-line course

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
as assigned
2. E-mail
weekly
3. Individual Meetings
as needed
4. Orientation Sessions
as assigned
5. Threaded Conferencing
at least three times during the term
6. Voice Mail
as needed

XIII. List of Techniques: n/a

XIV. How to Evaluate Students for Achieved Outcomes: Same as in course outline except quizzes and exams will be administered online.

XV. Additional Resources/Materials/Information: n/a Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. CITY

XVIII. Distance Education Methods of Instruction: 1. On-line course

XIX. Other Distance Education Methods:

XX. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
2. E-mail
3. Individual Meetings
4. Orientation Sessions
5. Review Sessions
6. Threaded Conferencing

in individual and group projects and discussion via the discussion board and chat rooms. Research will be conducted via the web and/or local libraries, and students will be required to assess and evaluate the information they obtain. Students will also demonstrate an understanding and integration of course concepts via research assignments, group projects, asynchronous class discussion, and/or other assignments.

VI. How to Evaluate Students for Achieved Outcomes: Multiple measures will be used to assess student learning outcomes. These include performance on objective examinations administered via the assessment tool, expository essays, research reports, and/or group presentations posted to the discussion board or other online collaboration tool.

VII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for the in-person class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. MESA

X. Distance Education Methods of Instruction: 1. On-line course

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
as assigned
2. E-mail
weekly
3. Individual Meetings
as needed
4. Orientation Sessions
as assigned
5. Threaded Conferencing
at least three times during the term
6. Voice Mail
as needed

XIII. List of Techniques: n/a

XIV. How to Evaluate Students for Achieved Outcomes: Same as in course outline except quizzes and exams will be administered online.

XV. Additional Resources/Materials/Information: n/a Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. CITY

XVIII. Distance Education Methods of Instruction: 1. On-line course

XIX. Other Distance Education Methods:

XX. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
2. E-mail
3. Individual Meetings
4. Orientation Sessions
5. Review Sessions
6. Threaded Conferencing
7. Voice Mail

XXI. List of Techniques: 1. Electronic lecture 2. Discussion boards 3. Case studies 4. Chat rooms 5. E-mail.

XXII. How to Evaluate Students for Achieved Outcomes: Analytical semester projects, research papers, and objective tests.

XXIII. Additional Resources/Materials/Information: Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Evaluate the risks and benefits of the legal forms of ownership available in California and explore business management theories and techniques.
- Conduct a personal SWOT analysis and develop a plan for success.

7. Voice Mail

XXI. List of Techniques: 1. Electronic lecture 2. Discussion boards 3. Case studies 4. Chat rooms 5. E-mail.

XXII. How to Evaluate Students for Achieved Outcomes: Analytical semester projects, research papers, and objective tests.

XXIII. Additional Resources/Materials/Information: Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Evaluate the risks and benefits of the legal forms of ownership available in California and explore business management theories and techniques.
- Conduct a personal SWOT analysis and develop a plan for success.

MESA

- Understand business structure, ownership, and management, including ethical practices.
- Explain business environments and markets, including private enterprise and competition.
- Analyze finance and commerce, including securities markets and the role of the Federal Reserve.
- Demonstrate an awareness of business operations, including resources and technology.

MIRAMAR

- Compare and contrast private vs. public enterprise, ownerships, and interrelationships among businesses, government, and society with emphasis upon multi-cultural and ethical environs.
- Analyze and examine management functions, styles, processes and the role of law in business
- Debate and examine the role of the internet, e-commerce and emerging technologies and their influence in today's business.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0505.00 Business Administration

SAM Code: D - Possibly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 02/02/2016

IV. Last Outline Revision Date: 08/25/2016

V. CIC Approval: 08/25/2016

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2017

MESA

- Understand business structure, ownership, and management, including ethical practices.
- Explain business environments and markets, including private enterprise and competition.
- Analyze finance and commerce, including securities markets and the role of the Federal Reserve.
- Demonstrate an awareness of business operations, including resources and technology.

MIRAMAR

- Compare and contrast private vs. public enterprise, ownerships, and interrelationships among businesses, government, and society with emphasis upon multi-cultural and ethical environs.
- Analyze and examine management functions, styles, processes and the role of law in business
- Debate and examine the role of the internet, e-commerce and emerging technologies and their influence in today's business.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0505.00 Business Administration

SAM Code: D - Possibly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 02/10/2022

IV. Last Outline Revision Date: 08/25/2016

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

Eligible for Credit by Examination: Yes

Offered at:

SECTION VI
CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 122

COURSE TITLE:

Sports Management

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This course introduces the principles of sports management. Emphasis is placed on analysis, discussion, and development of real-world based sports business scenarios and interaction with industry professionals. Topics include an overview of the sports business environment, sports sales and sponsorship, sports marketing, accounting and finance, communications and public relations, game operations, player management, and collegiate sports. This course is intended for students majoring in business or accounting and those students interested in career opportunities in the sports industry.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Define the roles ethics and the economy play in the business of sport.

2. Identify career paths in sports management and similar career paths in related industries.
3. Select and appropriate ticketing pricing structure based on consumer demand and pay incentives.
4. Prepare a sponsorship contract proposal.
5. Distinguish between promotional mediums to select an appropriate advertising campaign.
6. Explain the process for franchise valuation and budgeting.
7. Evaluate organization finances and the impact of revenue-sharing and salary caps.
8. Identify how to build and sustain a public image.
9. Recognize the importance of game operations and the role of television in organization success.
10. Express the player, agent, union, and organization relationship in contract negotiations.
11. Illustrate recruitment tactics and the role of the coach in a collegiate environment.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Sports Management
 - A. An overview of sports industry management
 - B. Similarities and differences of the sports business model to other industries
 - C. The economic impact of sports in the United States
 - D. The role ethics plays in professional sports organizations
 - E. Career opportunities in the sports industry
 - F. Subsets of sports management within an organization
- II. Sports Sales and Sponsorships
 - A. How to set season, group, and individual ticket pricing
 - B. The role customer service plays in ticket and sponsorship sales
 - C. Pay incentives and commission structures
 - D. The process of sponsorship development and contract preparation
 - E. Career opportunities in ticket and sponsorship sales
- III. Sports Marketing
 - A. Development of promotional materials and player integration
 - B. Sports promotional consideration in different advertising mediums
 - C. Career opportunities in sports marketing
- IV. Accounting and Finance
 - A. Tax considerations for professional leagues and teams
 - B. Revenue-sharing principles and franchise valuation
 - C. Organization salary caps and the financial impact on competitive balance
 - D. Budgeting processes
 - E. Career opportunities in accounting and finance
- V. Communications and Public Relations
 - A. The media's role in organizational public image
 - B. How to prepare a press release
 - C. The concept of media training
 - D. Career opportunities in sports communications and public relations
- VI. Game Operations
 - A. The relationship between, and the responsibilities of, game-day personnel and television broadcasting partners
 - B. Television contract roles in overall club revenues
 - C. How to prepare a game-day schedule
 - D. Career opportunities in game operations
- VII. Player Management
 - A. Elements of player contracts
 - B. The implications of labor unions on player contract negotiations
 - C. The negotiation process between player agents and the organization's front office
 - D. Career opportunities in player management
- VIII. Collegiate Sports

- A. Collegiate sport recruitment policies and legal requirements
- B. The "Pay to Play" concept
- C. The role of the coach in team management
- D. Career opportunities in collegiate athletics

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports management from class handouts
- III. Internet articles discussing sports management topics
- IV. Articles from monthly publications regarding sports management subjects

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports marketing topics and their relation to general business practices
- II. Writing sample sponsorship proposals to present to potential sponsors
- III. Producing a written game operations schedule
- IV. Preparing a press release
- V. Developing promotional materials for advertising campaigns

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring career opportunities
- II. Preparing essays related to sports competitive balance
- III. Composing and revising reports analyzing business trends
- IV. Viewing organization business plans and writing summaries for discussion
- V. Composing industry job search materials for analysis

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing real-world sports business scenarios
- II. Analyzing and applying public communication techniques
- III. Analyzing and applying financial methods of sports management
- IV. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports management concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports management theory and practices to real-world situations
- IV. Comprehensive projects, such as case analyses

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Lecture
- * Lecture Discussion

* Shadowing

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Fetchko, Michael, Donald Roy, and Kenneth E. Clow. Sports Marketing, 1st ed. Pearson Education, 2013, ISBN: 9780132135467
2. Lussier, Robert, and David Kimball. Applied Sport Management Skills, 2nd ed. Human Kinetics Publishers, 2014, ISBN: 978145043415
3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Calculator (basic functions)

ORIGINATOR: Shana Carr

ORIGINATION DATE: 01/26/2015

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 122
Sports Management

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 122 Sports Management (29283)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Sports Management *Active*;
Certificate of Performance

Major Courses

(City)

Sports Management *Launched*;
Certificate of Performance

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

**Course Outline of Record:
Curriculum Proposal Report**

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 122
- III. **Course Title:** Sports Management
- IV. **Disciplines (Instructor Minimum Qualifications):** Accounting or Business or Business Education
- V.
- VI. **Family:**
- VII. **Current Short Title:** Sports Management
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** This course introduces the principles of sports management.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. **How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Certificate of Performance
- V. **Extraordinary Cost to the College:** None at this time..
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Able to solve basic math problems.

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0502.00 Accounting

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 122

Previous Report

CIC Approval: 02/26/2015
BOT APPROVAL: 04/16/2015
STATE APPROVAL:
EFFECTIVE TERM: Fall 2015

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 122

COURSE TITLE:
Sports Management

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

This course introduces the principles of sports management. Emphasis is placed on analysis, discussion, and development of real-world based sports business scenarios and interaction with industry professionals. Topics include an overview of the sports business environment, sports sales and sponsorship, sports marketing, accounting and finance, communications and public relations, game operations, player management, and collegiate sports. This course is intended for students majoring in business or accounting and those students interested in career opportunities in the sports industry.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Define the roles ethics and the economy play in the business of sport.
2. Identify career paths in sports management and similar career paths in related industries.
3. Select and appropriate ticketing pricing structure based on consumer demand and pay incentives.
4. Prepare a sponsorship contract proposal.
5. Distinguish between promotional mediums to select an appropriate advertising campaign.
6. Explain the process for franchise valuation and budgeting.
7. Evaluate organization finances and the impact of revenue-sharing and salary caps.
8. Identify how to build and sustain a public image.

Current Report

BUSE 122

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 122

COURSE TITLE:
Sports Management

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

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REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
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OUTSIDE-OF-CLASS HOURS:
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4. Prepare a sponsorship contract proposal.
5. Distinguish between promotional mediums to select an appropriate advertising campaign.
6. Explain the process for franchise valuation and budgeting.
7. Evaluate organization finances and the impact of revenue-sharing and salary caps.
8. Identify how to build and sustain a public image.
9. Recognize the importance of game operations and the role of television in organization success.
10. Express the player, agent, union, and organization relationship in contract negotiations.

9. Recognize the importance of game operations and the role of television in organization success.
10. Express the player, agent, union, and organization relationship in contract negotiations.
11. Illustrate recruitment tactics and the role of the coach in a collegiate environment.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Sports Management
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 - B. Similarities and differences of the sports business model to other industries
 - C. The economic impact of sports in the United States
 - D. The role ethics plays in professional sports organizations
 - E. Career opportunities in the sports industry
 - F. Subsets of sports management within an organization
- II. Sports Sales and Sponsorships
 - A. How to set season group and individual ticket pricing
 - B. The role customer service plays in ticket and sponsorship sales
 - C. Pay incentives and commission structures
 - D. The process of sponsorship development and contract preparation
 - E. Career opportunities in ticket and sponsorship sales
- III. Sports Marketing
 - A. Development of promotional materials and player integration
 - B. Sports promotional consideration in different advertising mediums
 - C. Career opportunities in sports marketing
- IV. Accounting and Finance
 - A. Tax considerations for professional leagues and teams
 - B. Revenue-sharing principles and franchise valuation
 - C. Organization salary caps and the financial impact on competitive balance
 - D. Budgeting processes
 - E. Career opportunities in accounting and finance
- V. Communications and Public Relations
 - A. The media's role in organizational public image
 - B. How to prepare a press release
 - C. The concept of media training
 - D. Career opportunities in sports communications and public relations
- VI. Game Operations
 - A. The relationship between and the responsibilities of game-day personnel and television broadcasting partners
 - B. Television contract roles in overall club revenues
 - C. How to prepare a game-day schedule
 - D. Career opportunities in game operations
- VII. Player Management
 - A. Elements of player contracts
 - B. The implications of labor unions on player contract negotiations
 - C. The negotiation process between player agents and the organization's front office
 - D. Career opportunities in player management
- VIII. Collegiate Sports
 - A. Collegiate sport recruitment policies and legal requirements
 - B. The "Pay to Play" concept
 - C. The role of the coach in team management
 - D. Career opportunities in collegiate athletics

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports management from class handouts
- III. Internet articles discussing sports management topics
- IV. Articles from monthly publications regarding sports management subjects

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports marketing topics and their relation to general business practices
- II. Writing sample sponsorship proposals to present to potential sponsors
- III. Producing a written game operations schedule

11. Illustrate recruitment tactics and the role of the coach in a collegiate environment.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Sports Management
 - A. An overview of sports industry management
 - B. Similarities and differences of the sports business model to other industries
 - C. The economic impact of sports in the United States
 - D. The role ethics plays in professional sports organizations
 - E. Career opportunities in the sports industry
 - F. Subsets of sports management within an organization
- II. Sports Sales and Sponsorships
 - A. How to set season group and individual ticket pricing
 - B. The role customer service plays in ticket and sponsorship sales
 - C. Pay incentives and commission structures
 - D. The process of sponsorship development and contract preparation
 - E. Career opportunities in ticket and sponsorship sales
- III. Sports Marketing
 - A. Development of promotional materials and player integration
 - B. Sports promotional consideration in different advertising mediums
 - C. Career opportunities in sports marketing
- IV. Accounting and Finance
 - A. Tax considerations for professional leagues and teams
 - B. Revenue-sharing principles and franchise valuation
 - C. Organization salary caps and the financial impact on competitive balance
 - D. Budgeting processes
 - E. Career opportunities in accounting and finance
- V. Communications and Public Relations
 - A. The media's role in organizational public image
 - B. How to prepare a press release
 - C. The concept of media training
 - D. Career opportunities in sports communications and public relations
- VI. Game Operations
 - A. The relationship between and the responsibilities of game-day personnel and television broadcasting partners
 - B. Television contract roles in overall club revenues
 - C. How to prepare a game-day schedule
 - D. Career opportunities in game operations
- VII. Player Management
 - A. Elements of player contracts
 - B. The implications of labor unions on player contract negotiations
 - C. The negotiation process between player agents and the organization's front office
 - D. Career opportunities in player management
- VIII. Collegiate Sports
 - A. Collegiate sport recruitment policies and legal requirements
 - B. The "Pay to Play" concept
 - C. The role of the coach in team management
 - D. Career opportunities in collegiate athletics

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports management from class handouts
- III. Internet articles discussing sports management topics
- IV. Articles from monthly publications regarding sports management subjects

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports marketing topics and their relation to general business practices
- II. Writing sample sponsorship proposals to present to potential sponsors
- III. Producing a written game operations schedule
- IV. Preparing a press release
- V. Developing promotional materials for advertising campaigns

- IV. Preparing a press release
- V. Developing promotional materials for advertising campaigns

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring career opportunities
- II. Preparing essays related to sports competitive balance
- III. Composing and revising reports analyzing business trends
- IV. Viewing organization business plans and writing summaries for discussion
- V. Composing industry job search materials for analysis

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing real-world sports business scenarios
- II. Analyzing and applying public communication techniques
- III. Analyzing and applying financial methods of sports management
- IV. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports management concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports management theory and practices to real-world situations
- IV. Comprehensive projects, such as case analyses

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Lecture
- * Lecture Discussion
- * Shadowing

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Fetchko, Michael, Donald Roy, and Kenneth E. Clow. Sports Marketing, 1st ed. Pearson Education, 2013, ISBN: 9780132135467
- 2. Lussier, Robert, and David Kimball. Applied Sport Management Skills, 2nd ed. Human Kinetics Publishers, 2014, ISBN: 978145043415
- 3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1. Calculator (basic functions)

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring career opportunities
- II. Preparing essays related to sports competitive balance
- III. Composing and revising reports analyzing business trends
- IV. Viewing organization business plans and writing summaries for discussion
- V. Composing industry job search materials for analysis

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing real-world sports business scenarios
- II. Analyzing and applying public communication techniques
- III. Analyzing and applying financial methods of sports management
- IV. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports management concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports management theory and practices to real-world situations
- IV. Comprehensive projects, such as case analyses

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Lecture
- * Lecture Discussion
- * Shadowing

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Fetchko, Michael, Donald Roy, and Kenneth E. Clow. Sports Marketing, 1st ed. Pearson Education, 2013, ISBN: 9780132135467
- 2. Lussier, Robert, and David Kimball. Applied Sport Management Skills, 2nd ed. Human Kinetics Publishers, 2014, ISBN: 978145043415
- 3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1. Calculator (basic functions)

ORIGINATOR: Shana Carr

ORIGINATION DATE: 01/26/2015

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

Date Printed: 11/7/2022

ORIGINATOR: Shana Carr

CO-CONTRIBUTOR(S)

DATE: 01/26/2015

Status: Active

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 122
- III. Course Title: Sports Management
- IV. Disciplines (Instructor Minimum Qualifications): Accounting or Business or Business Education
- V.
- VI. Family:
- VII. Current Short Title: Sports Management
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: CITY
- X. Action Proposed: New Course
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 01/26/2015
- XIII. Proposed Start Semester: Fall 2015
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: This course introduces the principles of sports management.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information:
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action: To introduce a new course focusing on the sports profession. There is a gap in the sports business sector that is not currently serviced by qualified professionals. There is an urgent need for students to have career-focused training in sports business subjects, including sports management, in order to meet the demand for this growing, hybrid profession, according to the January 30th business and accounting industry meeting. There are currently no other community colleges in the local area offering this course and the department would like to meet the college mission by offering a course that expands the availability of vocational opportunities for business students. This course will be a part of a Certificate of Performance.
- II. How Does The Course Fit The College Mission? 1. Transfer 2. Vocational/Occupational
- III. Current Transfer Options:
- IV. Proposed College/District Purpose: 1. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College: None at this time..
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Able to solve basic math problems.

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area: Business
- II. Course Number: 122
- III. Course Title: Sports Management
- IV. Disciplines (Instructor Minimum Qualifications): Accounting or Business or Business Education
- V.
- VI. Family:
- VII. Current Short Title: Sports Management
- VIII. Course Is Active/Where? CITY
- IX. Originating Campus: CITY
- X. Action Proposed: Course Deactivation (Not at any College)
- XI. Distance Education Proposed At: NONE
- XII. Proposal Originating Date: 08/30/2022
- XIII. Proposed Start Semester: Fall 2024
- XIV. Field Trip: May be required
- XV. Grading Option: Grade Only
- XVI. Current Short Description: This course introduces the principles of sports management.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites: NONE
- II. Current Degree Applicability: Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation: N - Not a Basic Skills Course
- IV. Repeatability: Course may be taken 1 time(s)
- V. Course Equivalency: No
- VI. Additional Information:
- VII. Additional Textbook Information:

COURSE ANALYSIS DATA

- I. Reason for Proposed Action: Deactivate at City College; college no longer plans to offer the course.
- II. How Does The Course Fit The College Mission? 1. Transfer 2. Vocational/Occupational
- III. Current Transfer Options:
- IV. Proposed College/District Purpose: 1. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College: None at this time..
- VI. Library Resource Materials: .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Able to solve basic math problems.

- I. Course: MATH 038 Perform arithmetic operations involving signed fractions, mixed numbers, and decimals; convert among the different forms
- II. Course: MATH 038 Apply appropriate percent notation to application problems

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0502.00 Accounting

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval: 02/26/2015

VI. BOT Approval: 04/16/2015

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2015

SECTION VI

CREDIT FOR PRIOR LEARNING

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0502.00 Accounting

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 124

COURSE TITLE:

Sports Sales

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This course explores professional sales in the sports industry. Emphasis is placed on discussion, analysis, and development of real-world based sports sales situations and interaction with industry professionals. Topics include an overview of sports sales, prospecting potential customers, building relationships, closing strategies, customer service, season, group and individual ticket sales, premium seat and suite contracts, sponsorship development, and career opportunities in professional sports sales. This course is intended for students majoring in business or accounting and those students interested in sales careers in the sports industry.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify the sales process and differences between sports and business sales.
2. Evaluate opportunities and challenges for each customer type.
3. Construct a sales pitch and script.
4. Distinguish between presentation approaches for customer needs.
5. Employ strategies to overcome objections and close the sale.
6. Define the upselling process and referral generation tactics.
7. Compare season, group, and individual ticket sales strategies.
8. Recognize compensation and pay incentive opportunities.
9. Identify game-day responsibilities.
10. Prepare premium seating and suite contracts.
11. Define the sponsorship sales process.
12. Choose an appropriate sponsorship platform and contract for sponsor activation.
13. Identify career paths in sports sales.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Sports Sales
 - A. Sports sales versus business sales
 - B. Promotion versus marketing
 - C. Integrated promotional agendas
 - D. Sports sales ethics
 - E. The sales process
- II. Prospecting
 - A. Product knowledge
 - B. Platforms for promotion
 - C. Customer lead development
 - D. Challenges and opportunities with existing and new customers
 - E. Encountering "Gatekeepers"
- III. Building Relationships
 - A. Personal selling development
 - B. The sports sales pitch
 - C. Sales script preparation
 - D. Identify needs of prospective clients
 - E. Different presentation approaches
- IV. Closing Process
 - A. Approaches to closing the sale
 - B. Overcoming sports-specific objections
 - C. Upselling strategies
 - D. Importance of follow-up and customer service
 - E. Referral process
- V. Sports Ticket Sales
 - A. Season ticket sales strategies
 - B. Group ticket sales techniques
 - C. Individual ticket sales strategies
 - D. Consumer "incentivization"
 - E. Compensation, commission, and pay incentives
 - F. Game-day responsibilities
- VI. Sports Premium Seating Sales
 - A. Club seating contracts
 - B. Game-day suite inventory
 - C. Long-term suite contracts
 - D. Game-day responsibilities
- VII. Sponsorship

- A. Corporate objectives with sponsorship
- B. Sponsorship platforms and management
- C. The sponsorship sales process
- D. Sponsorship contract development
- E. Sponsorship activation
- F. Game-day responsibilities
- VIII. Career Opportunities in Sports Sales
 - A. How to get into professional sports sales
 - B. Career paths within sports sales
 - C. Resumé building
 - D. The interview
 - E. Compensation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports sales from class handouts
- III. Internet articles discussing sports sales topics
- IV. Articles from publications regarding sports sales subjects

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports sales topics and their relation to general business practices
- II. Sample ticket sales plans
- III. A pitch script
- IV. Ticket sales maps, seating charts, and pricing detail sheets
- V. Promotional materials
- VI. Sponsorship proposal

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring careers in ticket sales and sponsorship
- II. Essays related to ticket sales techniques
- III. Power Point presentations for sponsorship proposals

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing real-world ticket sales business scenarios
- II. Analyzing sponsorship business proposal language
- III. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports sales concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports sales tactics and practices to real-world scenarios
- IV. Comprehensive projects, such as case analyses

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Lecture
- * Lecture Discussion
- * Shadowing

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Irwin, Richard L., William A. Sutton, and Larry M. McCarthy. Sport Promotion and Sales Management, 2nd ed. Human Kinetics Publishers, 2008, ISBN: 9780736064774
2. Mullin, Bernard I., Stephen Hardy, and William A. Sutton. Sports Marketing, 4th ed. Human Kinetics Publishers, 2014, ISBN: 9781450424981
3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Calculator (basic)

ORIGINATOR: Shana Carr

ORIGINATION DATE: 02/04/2015

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 124
Sports Sales

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 124 Sports Sales (29284)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Sports Management *Active*;
Certificate of Performance

Major Courses

(City)

Sports Management *Launched*;
Certificate of Performance

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

**Course Outline of Record:
Curriculum Proposal Report**

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 124
- III. **Course Title:** Sports Sales
- IV. **Disciplines (Instructor Minimum Qualifications):** Accounting or Business or Business Education
- V.
- VI. **Family:**
- VII. **Current Short Title:** Sports Sales
- VIII. **Course Is Active/Where?** CITY
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 08/30/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** A sales course geared toward the sports industry.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. **How Does The Course Fit The College Mission?** 1. Vocational/Occupational
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Certificate of Performance
- V. **Extraordinary Cost to the College:** None at this time..
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0506.50 Retail Store Operations and Management

SAM Code: D - Possibly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

BUSE 124

Previous Report

CIC Approval: 02/26/2015
BOT APPROVAL: 04/16/2015
STATE APPROVAL:
EFFECTIVE TERM: Fall 2015

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 124

COURSE TITLE:
Sports Sales

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

This course explores professional sales in the sports industry. Emphasis is placed on discussion, analysis, and development of real-world based sports sales situations and interaction with industry professionals. Topics include an overview of sports sales, prospecting potential customers, building relationships, closing strategies, customer service, season, group and individual ticket sales, premium seat and suite contracts, sponsorship development, and career opportunities in professional sports sales. This course is intended for students majoring in business or accounting and those students interested in sales careers in the sports industry.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify the sales process and differences between sports and business sales.
2. Evaluate opportunities and challenges for each customer type.
3. Construct a sales pitch and script.
4. Distinguish between presentation approaches for customer needs.
5. Employ strategies to overcome objections and close the sale.
6. Define the upselling process and referral generation tactics.
7. Compare season, group, and individual ticket sales strategies.
8. Recognize compensation and pay incentive opportunities.

Current Report

BUSE 124

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 124

COURSE TITLE:
Sports Sales

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

This course explores professional sales in the sports industry. Emphasis is placed on discussion, analysis, and development of real-world based sports sales situations and interaction with industry professionals. Topics include an overview of sports sales, prospecting potential customers, building relationships, closing strategies, customer service, season, group and individual ticket sales, premium seat and suite contracts, sponsorship development, and career opportunities in professional sports sales. This course is intended for students majoring in business or accounting and those students interested in sales careers in the sports industry.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify the sales process and differences between sports and business sales.
2. Evaluate opportunities and challenges for each customer type.
3. Construct a sales pitch and script.
4. Distinguish between presentation approaches for customer needs.
5. Employ strategies to overcome objections and close the sale.
6. Define the upselling process and referral generation tactics.
7. Compare season, group, and individual ticket sales strategies.
8. Recognize compensation and pay incentive opportunities.
9. Identify game-day responsibilities.
10. Prepare premium seating and suite contracts.

9. Identify game-day responsibilities.
10. Prepare premium seating and suite contracts.
11. Define the sponsorship sales process.
12. Choose an appropriate sponsorship platform and contract for sponsor activation.
13. Identify career paths in sports sales.

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Sports Sales
 - A. Sports sales versus business sales
 - B. Promotion versus marketing
 - C. Integrated promotional agendas
 - D. Sports sales ethics
 - E. The sales process
- II. Prospecting
 - A. Product knowledge
 - B. Platforms for promotion
 - C. Customer lead development
 - D. Challenges and opportunities with existing and new customers
 - E. Encountering "Gatekeepers"
- III. Building Relationships
 - A. Personal selling development
 - B. The sports sales pitch
 - C. Sales script preparation
 - D. Identify needs of prospective clients
 - E. Different presentation approaches
- IV. Closing Process
 - A. Approaches to closing the sale
 - B. Overcoming sports-specific objections
 - C. Upselling strategies
 - D. Importance of follow-up and customer service
 - E. Referral process
- V. Sports Ticket Sales
 - A. Season ticket sales strategies
 - B. Group ticket sales techniques
 - C. Individual ticket sales strategies
 - D. Consumer "incentivization"
 - E. Compensation commission and pay incentives
 - F. Game-day responsibilities
- VI. Sports Premium Seating Sales
 - A. Club seating contracts
 - B. Game-day suite inventory
 - C. Long-term suite contracts
 - D. Game-day responsibilities
- VII. Sponsorship
 - A. Corporate objectives with sponsorship
 - B. Sponsorship platforms and management
 - C. The sponsorship sales process
 - D. Sponsorship contract development
 - E. Sponsorship activation
 - F. Game-day responsibilities
- VIII. Career Opportunities in Sports Sales
 - A. How to get into professional sports sales
 - B. Career paths within sports sales
 - C. Resumé building
 - D. The interview
 - E. Compensation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports sales from class handouts
- III. Internet articles discussing sports sales topics
- IV. Articles from publications regarding sports sales subjects

11. Define the sponsorship sales process.
12. Choose an appropriate sponsorship platform and contract for sponsor activation.
13. Identify career paths in sports sales.

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

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 - D. Sports sales ethics
 - E. The sales process
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 - A. Product knowledge
 - B. Platforms for promotion
 - C. Customer lead development
 - D. Challenges and opportunities with existing and new customers
 - E. Encountering "Gatekeepers"
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 - B. The sports sales pitch
 - C. Sales script preparation
 - D. Identify needs of prospective clients
 - E. Different presentation approaches
- IV. Closing Process
 - A. Approaches to closing the sale
 - B. Overcoming sports-specific objections
 - C. Upselling strategies
 - D. Importance of follow-up and customer service
 - E. Referral process
- V. Sports Ticket Sales
 - A. Season ticket sales strategies
 - B. Group ticket sales techniques
 - C. Individual ticket sales strategies
 - D. Consumer "incentivization"
 - E. Compensation commission and pay incentives
 - F. Game-day responsibilities
- VI. Sports Premium Seating Sales
 - A. Club seating contracts
 - B. Game-day suite inventory
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 - D. Game-day responsibilities
- VII. Sponsorship
 - A. Corporate objectives with sponsorship
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 - C. The sponsorship sales process
 - D. Sponsorship contract development
 - E. Sponsorship activation
 - F. Game-day responsibilities
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B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Course textbook(s)
- II. Supplemental readings about sports sales from class handouts
- III. Internet articles discussing sports sales topics
- IV. Articles from publications regarding sports sales subjects

C. Writing Assignments:

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports sales topics and their relation to general business practices
- II. Sample ticket sales plans
- III. A pitch script
- IV. Ticket sales maps, seating charts, and pricing detail sheets
- V. Promotional materials
- VI. Sponsorship proposal

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring careers in ticket sales and sponsorship
- II. Essays related to ticket sales techniques
- III. Power Point presentations for sponsorship proposals

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing real-world ticket sales business scenarios
- II. Analyzing sponsorship business proposal language
- III. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports sales concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports sales tactics and practices to real-world scenarios
- IV. Comprehensive projects, such as case analyses

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Lecture
- * Lecture Discussion
- * Shadowing

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Irwin, Richard L., William A. Sutton, and Larry M. McCarthy. Sport Promotion and Sales Management, 2nd ed. Human Kinetics Publishers, 2008, ISBN: 9780736064774
2. Mullin, Bernard I., Stephen Hardy, and William A. Sutton. Sports Marketing, 4th ed. Human Kinetics Publishers, 2014, ISBN: 9781450424981
3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Calculator (basic)

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays analyzing sports sales topics and their relation to general business practices
- II. Sample ticket sales plans
- III. A pitch script
- IV. Ticket sales maps, seating charts, and pricing detail sheets
- V. Promotional materials
- VI. Sponsorship proposal

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Discussion with industry professionals exploring careers in ticket sales and sponsorship
- II. Essays related to ticket sales techniques
- III. Power Point presentations for sponsorship proposals

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

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- III. Illustrating and practicing theories learned through readings and lectures

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective examinations and quizzes testing for knowledge of sports sales concepts
- II. Class participation in discussion and activities
- III. Written assignments testing the application of sports sales tactics and practices to real-world scenarios
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Methods of instruction may include, but are not limited to, the following:

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2. Mullin, Bernard I., Stephen Hardy, and William A. Sutton. Sports Marketing, 4th ed. Human Kinetics Publishers, 2014, ISBN: 9781450424981
3. Rosner JD, Scott, and Kenneth L. Shropshire. The Business of Sports, 2nd ed. Jones & Bartlett Learning, 2012, ISBN: 9780763780784

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Calculator (basic)

ORIGINATOR: Shana Carr

ORIGINATION DATE: 02/04/2015

PROPOSAL ORIGINATOR: Tania Mustafa

CO-CONTRIBUTOR(S) Angela Testado, Jennifer Boots, Shana Carr, Theresa Savarese

PROPOSAL DATE: 08/30/2022

Status: Launched

ORIGINATOR: Shana Carr

CO-CONTRIBUTOR(S)
DATE: 02/04/2015

Date Printed: 11/7/2022

Status: Active

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 124
- III. Course Title:** Sports Sales
- IV. Disciplines (Instructor Minimum Qualifications):** Accounting or Business or Business Education
- V.**
- VI. Family:**
- VII. Current Short Title:** Sports Sales
- VIII. Course Is Active/Where?** CITY
- IX. Originating Campus:** CITY
- X. Action Proposed:** New Course
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 02/04/2015
- XIII. Proposed Start Semester:** Fall 2015
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** A sales course geared toward the sports industry.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:** NONE
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Sports sales is a growing sector that requires specific training. This course will give students sales training tailored toward the sports industry. This will help improve their job readiness skills in this hybrid profession. There is an urgent demand for qualified individuals to fill open positions and not enough supply to meet that demand. This course is intended to bridge that gap. This course will accompany a Certificate of Performance in Sports Management and a Sports Management course.
- II. How Does The Course Fit The College Mission?** 1. Vocational/Occupational
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None at this time..
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Business
- II. Course Number:** 124
- III. Course Title:** Sports Sales
- IV. Disciplines (Instructor Minimum Qualifications):** Accounting or Business or Business Education
- V.**
- VI. Family:**
- VII. Current Short Title:** Sports Sales
- VIII. Course Is Active/Where?** CITY
- IX. Originating Campus:** CITY
- X. Action Proposed:** Course Deactivation (Not at any College)
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 08/30/2022
- XIII. Proposed Start Semester:** Fall 2024
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** A sales course geared toward the sports industry.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:** NONE
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Deactivate at City College; college no longer plans to offer the course.
- II. How Does The Course Fit The College Mission?** 1. Vocational/Occupational
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None at this time..
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0506.50 Retail Store Operations and Management

SAM Code: D - Possibly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval: 02/26/2015

VI. BOT Approval: 04/16/2015

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2015

SECTION VI

CREDIT FOR PRIOR LEARNING

I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0506.50 Retail Store Operations and Management

SAM Code: D - Possibly Occupational

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Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

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Total Student Learning Hours Min: 144.00 **Max:** 162.00

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FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Business 440

COURSE TITLE:

Cyber Law and Ethics

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This course is a study of various technical and administrative aspects of cybersecurity as it relates to law, computing, and ethics. Emphasis is placed on ethical theory and professional ethics in cybersecurity. Topics include relativism, utilitarianism, and deontological theories; methods and tools for analysis in ethical arguments; legal bases for the right to privacy and freedom of expression; and various legislation and regulations that impact the Internet and cyber technology. This course is designed for students in the Cyber Defense and Analysis program.

REQUISITES:

Limitation on Enrollment:

Special Admission - must be admitted to program. Requires admission into the Cyber Defense and Analysis program.

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Baccalaureate Degree Credit

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

NICE/NSA Knowledge Unit: CC & CE

1. Describe traditional ethical frameworks that guide analysis of moral dilemmas and social problems that arise in cyberspace.
2. Evaluate how underlying technologies change our ability to establish and enforce policy.
3. Discuss the problematic forms of free expression, both in the public and private sectors, and the social implications of local sovereigns regulating content based on ideology.
4. Identify which combinations of law, code, market forces, and social norms are most appropriate in order to effectively regulate property in cyberspace.
5. Explain the fundamental importance of the right to privacy from a legal and moral perspective.
6. Summarize some of the key regulations applicable to businesses and consumers online.
7. Summarize some of the key regulations applicable to online gaming.
8. Explore ethical dimensions of Internet security and illustrate how the critical goal of information security can sometimes collide with other worthy objectives.
9. Identify and discuss some legal and ethical problems with emerging technology.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Ethical values
 - A. Cyberethics and code
 - B. Regulation versus open access
 - C. Moral theories
 - D. Floridi's Macro-ethics
 - E. Normative principles
- II. Regulation and governance
 - A. Cyber lawmaking
 - B. Conflicts of law
 - C. Origins of the Internet
 - D. Internet architecture
 - E. Net neutrality
 - F. The World Wide Web (WWW)
 - G. Gatekeepers and search engines
 - H. Social networking
 - I. Contested sovereignty
 - J. Monopolies
- III. Speech and censorship
 - A. Internet architecture
 - B. Pornography
 - C. Speech
 - 1. Defamation
 - 2. Hate
 - 3. Online threats
 - 4. Anonymous
 - 5. Government/political
 - D. Cyberbullying
 - E. Social media blocking
 - F. Catfishing
 - G. Fake news and media leaks
- IV. Intellectual property
 - A. Overview
 - B. Concerns
 - C. Digital rights management (DRM)
 - D. Copyright
 - 1. Infringement

- 2. Streaming
 - 3. Fair use
- V. Privacy rights
 - A. Theory of privacy
 - B. Personal information
 - C. Consumer
 - D. Approaches to privacy
 - 1. United States
 - 2. European Union
 - 3. Other countries
 - E. Workplace
 - F. Surveillance
- VI. Online business
 - A. Anti-trust
 - B. eContracts
 - C. Taxes
 - D. Advertising
 - E. Data protection
 - F. Americans with Disabilities Act (ADA) compliance
 - G. Online reviews
 - H. International laws
- VII. Online gaming
 - A. Gambling
 - B. Prediction markets
 - C. Fantasy sports
 - D. Video games
 - E. eSports
- VIII. Security
 - A. Vulnerabilities
 - B. Cybercrime
 - C. Antipiracy architecture
 - D. Trespass, hackers, and hacktivism
 - E. Encryption
- IX. Emerging issues
 - A. Artificial intelligence (AI)
 - B. Cyborgs
 - C. Drones
 - D. Cryptocurrency
 - E. Sharing economy
 - F. Climate change

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Textbook and resources posted in class and online.
- II. Review of professional and academic journals.
- III. Course-related websites and magazines.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Case study analysis.
- II. Research paper or literature review of a course-related topic.
- III. Written or oral presentations that define relevant legislation and application of ethical responsibilities.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Interview with a cyber lawyer.

- II. Research of legal and ethical topics in the cyber industry for classroom discussion.
- III. Field trip to a court session or a local law library.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyze and critique case studies of a course-related issue and determine the most effective solution.
- II. Engage in scholarly dialogue to embody person(s) and explore course-related topics and/or scenarios and evaluate the activity for connections and relevance in real-world situations.
- III. Spontaneous group discussions comparing and contrasting industry practices used in problem-solving.
- IV. Given a simulated real-world scenario, identify the topic-related problem, document the findings, and apply the appropriate solution(s).

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Writing assignments
- II. Oral presentations
- III. Group assignments
- IV. Quizzes and exams
- V. Class participation

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Computer Assisted Instruction
- * Discussion Seminar
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Grabowski, Mark, Eric P. Robinson. Cyber Law and Ethics, Routledge, 2021, ISBN: 9781000403183
- 2. Schreider, Tari. Cybersecurity Law, Standards and Regulations, 2nd ed. Rothstein Publishing, 2020, ISBN: 9781944480585
- 3. Spinello; Richard A. Cyberethics: Morality and Law in Cyberspace, 7th ed. Jones & Bartlett Learning, 2021, ISBN: 9781284210330

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1. Removable storage media, such as an external hard-drive or USB memory sticks.

PROPOSAL ORIGINATOR: Shana Carr
CO-CONTRIBUTOR(S) Angela Testado,David Kennemer
PROPOSAL DATE: 06/21/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: BUSE 440
Cyber Law and Ethics

ACTIVE/APPROVED COURSES IMPACTED:

BUSE 440 Cyber Law and Ethics (29147)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Cyber Defense and Analysis *Launched*;
Bachelor of Science Degree

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Business
- II. **Course Number:** 440
- III. **Course Title:** Cyber Law and Ethics
- IV. **Disciplines (Instructor Minimum Qualifications):** Business
- V.
- VI. **Family:**
- VII. **Current Short Title:** Cyber Law and Ethics
- VIII. **Course Is Active/Where?**
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** New Course
- XI. **Distance Education Proposed At:**
- XII. **Proposal Originating Date:** 06/21/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** A study of various technical and administrative aspects of cybersecurity as it relates to law, computing, and ethics.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Limitation on Enrollment:: Special Admission - must be admitted to program. Requires admission into the Cyber Defense and Analysis program.
- II. **Current Degree Applicability:** Baccalaureate Degree Credit
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** New course in the cyber defense and analysis baccalaureate program. Proposed Top Code: 0506.00
- II. **How Does The Course Fit The College Mission?** 1. Vocational/Occupational 2. Transfer
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Baccalaureate Degree
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** Access to the library's print and electronic resources.

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. **CITY**
- II. **Distance Education Methods of Instruction:** 1. Fully Online

III. Other Distance Education Methods:

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements

weekly

Participant/s: Faculty to Student/s

2. Collaborative Web Documents

as assigned

Participant/s: Faculty to Student/s , Among Students

3. Conferencing

as assigned

Participant/s: Faculty to Student/s

4. Discussion Board

at least three times during the term

Participant/s: Among Students

5. Email/Message System

as needed

Participant/s: Faculty to Student/s , Among Students

6. Field Trips

as assigned

Participant/s: Faculty to Student/s , Among Students

7. Group Meetings

as assigned

Participant/s: Faculty to Student/s , Among Students

8. Individual Meetings

as needed

Participant/s: Faculty to Student/s

9. Individualized Assignment Feedback

as assigned

Participant/s: Faculty to Student/s , Among Students

10. Synchronous or Asynchronous Video

as assigned

Participant/s: Faculty to Student/s , Among Students

11. Telephone Contact

as needed

Participant/s: Faculty to Student/s

V. List of Techniques: Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

VI. How to Evaluate Students for Achieved Outcomes: Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

VII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course) (I Career-Technical Education)

TOP Code: 0506.00 Business Management

SAM Code: B - Advanced Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code:

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 06/22/2022

IV. Last Outline Revision Date:

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MESA COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Child Development 155

COURSE TITLE:

Supervised Field Study Seminar

Units:

1

Grade Only

CATALOG COURSE DESCRIPTION:

This seminar course provides students with the opportunity to critically reflect on their student teaching fieldwork in order to effectively apply the principles and best practices of early care and education programs to their on-site work experience. This course is intended for students seeking teaching positions in early care and education settings and partially fulfills State of California Permit and Title 22 teacher requirements.

REQUISITES:

Corequisite:

CHIL 151

&

CHIL 270

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

16 - 18

OUTSIDE-OF-CLASS HOURS:

32 - 36

TOTAL STUDENT LEARNING HOURS:

48 - 54

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and analyze best practices for implementation of policies and guidelines in early care and education programs.
2. Develop routines to ensure health and safety in the early childhood classroom.
3. Use child observations to assess child growth and development.
4. Evaluate the effectiveness of curriculum planning and guidance strategies to meet individual child needs and interests.
5. Identify the components of optimal social, emotional, and physical learning environments for young children.
6. Create effective social, emotional, and physical learning environments for young children.
7. Engage in reflective teaching practices that enhance career satisfaction and potential.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Implementation of policies and guidelines
 - A. Role of children's classroom teacher
 - B. Role of center administration
- II. Nutrition, health, and safety
 - A. Health and safety practices
 - B. Meal times
- III. Child growth and development
 - A. Child observation
 1. Using standardized tools
 2. Using anecdotal records
 - B. Application of theories and concepts to classroom settings
 - C. Child assessment using standardized tools and measurements
- IV. Curriculum
 - A. Planning effective small and large group activities
 - B. Planning for routines and smooth transitions
 - C. Planning curriculum based on children's needs and interests
- V. Management skills
 - A. Facilitation of small and large group activities
 - B. Positive guidance and conflict resolution
 - C. Active supervision
 - D. Effective communication with children, parents, and staff
 - E. Effective learning environments
 1. Social
 2. Emotional
 3. Physical
- VI. Reflective teaching
 - A. Self-examination and recognition of success
 - B. Self-evaluation of professional skills
- VII. Professional development based on reflective teaching processes
 - A. Creating a plan
 - B. Requirements for renewing child development permits

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook related to early childhood teaching, guidance and planning.
- II. Professional journals, such as:
 - A. Young Children
 - B. Teaching Young Children
 - C. Zero to Three

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Lesson plans.
- II. Reflective teaching journals.
- III. Child observations and record keeping.
- IV. Professional development plans.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading assignments.
- II. Curriculum implementation.
- III. Whole group facilitation.
- IV. Classroom preparation.
- V. Observations.
- VI. Assessments.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyses of the effects of environments and caregivers on children's behavior and development.
- II. Curriculum planning, including culturally and developmentally appropriate activities.
- III. Assessments of children's needs and interests for incorporation into curriculum plans.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes and/or exams.
- II. Writing assignments.
- III. Reflective teaching journals.
- IV. Professional development plan.
- V. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Discussion Seminar
- * Lecture

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Feeney, Stephanie. Who Am I in the Lives of Children? An Introduction to Early Childhood Education, 9th ed. Pearson, 2012, ISBN: 9780132657044
- 2. Gronlund, Gaye. Developmentally Appropriate Play: Guiding Young Children to a Higher Level, Redleaf Press, 2010, ISBN: 9781605540375
- 3. Machado, Jeanne and Helen Meyer Botnarescue. Student Teaching: Early Childhood Practicum Guide, 7th ed. Cengage Learning, 2010, ISBN: 9780495813224
- 4. Weissman, Patricia and Joanne Hendrick. The Whole Child: Developmental Education for the Early

Years, 10th ed. Pearson, 2013, ISBN: 9780132853422

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Curriculum materials and supplies

ORIGINATOR: Berta Harris

ORIGINATION DATE: 05/29/2014

PROPOSAL ORIGINATOR: Rebecca Collins

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/14/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: CHIL 155
Supervised Field Study Seminar

ACTIVE/APPROVED COURSES IMPACTED:

CHIL 155 Supervised Field Study Seminar (29309)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY AND MESA COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Child Development
- II. **Course Number:** 155
- III. **Course Title:** Supervised Field Study Seminar
- IV. **Disciplines (Instructor Minimum Qualifications):** Child Development/Early Childhood Education
- V.
- VI. **Family:**
- VII. **Current Short Title:** Supervised Field Study Seminar
- VIII. **Course Is Active/Where?** CITY AND MESA
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** Course Deactivation (Not at any College)
- XI. **Distance Education Proposed At:** NONE
- XII. **Proposal Originating Date:** 09/14/2022
- XIII. **Proposed Start Semester:** Fall 2023
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Supervised Field Study Seminar

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Corequisite: CHIL 151
& Corequisite: CHIL 270
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** CHIL 155 is no longer a part of current programs in the course catalog and will no longer be offered.
- II. **How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement
- V. **Extraordinary Cost to the College:** No new costs.
- VI. **Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Work experience position in an approved site with an approved master teacher

Working knowledge of early childhood program planning

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

MESA

- Apply their knowledge of children's physical, intellectual, social and emotional development to set up a stimulating learning environment and design a multicultural curriculum that involves age-appropriate activities.
- Assess, compare and contrast the ways in which families, childcare facilities, schools, peer groups and the community act as socializing agents for the developing child.
- Participate in student teaching and child observations to better understand behavior management and learn effective problem solving and conflict resolution.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1305.00 Child Development/Early Care and Education

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.0667 **Max:**

III. Last Time Pre/Co Requisite Update: 09/14/2022

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

CHIL 155

Previous Report

CIC Approval: 02/26/2015
BOT APPROVAL: 03/26/2015
STATE APPROVAL:
EFFECTIVE TERM: Fall 2015

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MESA COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Child Development 155

COURSE TITLE:
Supervised Field Study Seminar

Units:
1
Grade Only

CATALOG COURSE DESCRIPTION:

This seminar course provides students with the opportunity to critically reflect on their student teaching fieldwork in order to effectively apply the principles and best practices of early care and education programs to their on-site work experience. This course is intended for students seeking teaching positions in early care and education settings and partially fulfills State of California Permit and Title 22 teacher requirements.

REQUISITES:

Corequisite:
CHIL 151
&
CHIL 270

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
16 - 18

OUTSIDE-OF-CLASS HOURS:
32 - 36

TOTAL STUDENT LEARNING HOURS:
48 - 54

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and analyze best practices for implementation of policies and guidelines in early care and education programs.
2. Develop routines to ensure health and safety in the early childhood classroom.
3. Use child observations to assess child growth and development.
4. Evaluate the effectiveness of curriculum planning and guidance strategies to meet individual child needs and interests.
5. Identify the components of optimal social, emotional, and physical learning environments for young children.

Current Report

CHIL 155

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MESA COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Child Development 155

COURSE TITLE:
Supervised Field Study Seminar

Units:
1
Grade Only

CATALOG COURSE DESCRIPTION:

This seminar course provides students with the opportunity to critically reflect on their student teaching fieldwork in order to effectively apply the principles and best practices of early care and education programs to their on-site work experience. This course is intended for students seeking teaching positions in early care and education settings and partially fulfills State of California Permit and Title 22 teacher requirements.

REQUISITES:

Corequisite:
CHIL 151
&
CHIL 270

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:
16 - 18

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
16 - 18

OUTSIDE-OF-CLASS HOURS:
32 - 36

TOTAL STUDENT LEARNING HOURS:
48 - 54

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and analyze best practices for implementation of policies and guidelines in early care and education programs.
2. Develop routines to ensure health and safety in the early childhood classroom.
3. Use child observations to assess child growth and development.
4. Evaluate the effectiveness of curriculum planning and guidance strategies to meet individual child needs and interests.
5. Identify the components of optimal social, emotional, and physical learning environments for young children.
6. Create effective social, emotional, and physical learning environments for young children.
7. Engage in reflective teaching practices that enhance career satisfaction and potential.

6. Create effective social, emotional, and physical learning environments for young children.
7. Engage in reflective teaching practices that enhance career satisfaction and potential.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Implementation of policies and guidelines
 - A. Role of children's classroom teacher
 - B. Role of center administration
- II. Nutrition health and safety
 - A. Health and safety practices
 - B. Meal times
- III. Child growth and development
 - A. Child observation
 1. Using standardized tools
 2. Using anecdotal records
 - B. Application of theories and concepts to classroom settings
 - C. Child assessment using standardized tools and measurements
- IV. Curriculum
 - A. Planning effective small and large group activities
 - B. Planning for routines and smooth transitions
 - C. Planning curriculum based on children's needs and interests
- V. Management skills
 - A. Facilitation of small and large group activities
 - B. Positive guidance and conflict resolution
 - C. Active supervision
 - D. Effective communication with children parents and staff
 - E. Effective learning environments
 1. Social
 2. Emotional
 3. Physical
- VI. Reflective teaching
 - A. Self-examination and recognition of success
 - B. Self-evaluation of professional skills
- VII. Professional development based on reflective teaching processes
 - A. Creating a plan
 - B. Requirements for renewing child development permits

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook related to early childhood teaching, guidance and planning.
- II. Professional journals, such as:
 - A. Young Children
 - B. Teaching Young Children
 - C. Zero to Three

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Lesson plans.
- II. Reflective teaching journals.
- III. Child observations and record keeping.
- IV. Professional development plans.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading assignments.
- II. Curriculum implementation.
- III. Whole group facilitation.
- IV. Classroom preparation.
- V. Observations.
- VI. Assessments.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Implementation of policies and guidelines
 - A. Role of children's classroom teacher
 - B. Role of center administration
- II. Nutrition health and safety
 - A. Health and safety practices
 - B. Meal times
- III. Child growth and development
 - A. Child observation
 1. Using standardized tools
 2. Using anecdotal records
 - B. Application of theories and concepts to classroom settings
 - C. Child assessment using standardized tools and measurements
- IV. Curriculum
 - A. Planning effective small and large group activities
 - B. Planning for routines and smooth transitions
 - C. Planning curriculum based on children's needs and interests
- V. Management skills
 - A. Facilitation of small and large group activities
 - B. Positive guidance and conflict resolution
 - C. Active supervision
 - D. Effective communication with children parents and staff
 - E. Effective learning environments
 1. Social
 2. Emotional
 3. Physical
- VI. Reflective teaching
 - A. Self-examination and recognition of success
 - B. Self-evaluation of professional skills
- VII. Professional development based on reflective teaching processes
 - A. Creating a plan
 - B. Requirements for renewing child development permits

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook related to early childhood teaching, guidance and planning.
- II. Professional journals, such as:
 - A. Young Children
 - B. Teaching Young Children
 - C. Zero to Three

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Lesson plans.
- II. Reflective teaching journals.
- III. Child observations and record keeping.
- IV. Professional development plans.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading assignments.
- II. Curriculum implementation.
- III. Whole group facilitation.
- IV. Classroom preparation.
- V. Observations.
- VI. Assessments.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyses of the effects of environments and caregivers on children's behavior and development.
- II. Curriculum planning, including culturally and developmentally appropriate activities.
- III. Assessments of children's needs and interests for incorporation into curriculum plans.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes and/or exams.
- II. Writing assignments.
- III. Reflective teaching journals.
- IV. Professional development plan.
- V. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Discussion Seminar
- * Lecture

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Feeney, Stephanie. Who Am I in the Lives of Children? An Introduction to Early Childhood Education, 9th ed. Pearson, 2012, ISBN: 9780132657044
2. Gronlund, Gaye. Developmentally Appropriate Play: Guiding Young Children to a Higher Level, Redleaf Press, 2010, ISBN: 9781605540375
3. Machado, Jeanne and Helen Meyer Botnarescue. Student Teaching: Early Childhood Practicum Guide, 7th ed. Cengage Learning, 2010, ISBN: 9780495813224
4. Weissman, Patricia and Joanne Hendrick. The Whole Child: Developmental Education for the Early Years, 10th ed. Pearson, 2013, ISBN: 9780132853422

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Curriculum materials and supplies

ORIGINATOR: Berta Harris

CO-CONTRIBUTOR(S)

DATE: 05/29/2014

Status: Active

Date Printed: 11/7/2022

- I. Analyses of the effects of environments and caregivers on children's behavior and development.
- II. Curriculum planning, including culturally and developmentally appropriate activities.
- III. Assessments of children's needs and interests for incorporation into curriculum plans.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes and/or exams.
- II. Writing assignments.
- III. Reflective teaching journals.
- IV. Professional development plan.
- V. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Discussion Seminar
- * Lecture

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Feeney, Stephanie. Who Am I in the Lives of Children? An Introduction to Early Childhood Education, 9th ed. Pearson, 2012, ISBN: 9780132657044
2. Gronlund, Gaye. Developmentally Appropriate Play: Guiding Young Children to a Higher Level, Redleaf Press, 2010, ISBN: 9781605540375
3. Machado, Jeanne and Helen Meyer Botnarescue. Student Teaching: Early Childhood Practicum Guide, 7th ed. Cengage Learning, 2010, ISBN: 9780495813224
4. Weissman, Patricia and Joanne Hendrick. The Whole Child: Developmental Education for the Early Years, 10th ed. Pearson, 2013, ISBN: 9780132853422

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Curriculum materials and supplies

ORIGINATOR: Berta Harris

ORIGINATION DATE: 05/29/2014

PROPOSAL ORIGINATOR: Rebecca Collins

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/14/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY AND MESA COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Child Development
- II. Course Number:** 155
- III. Course Title:** Supervised Field Study Seminar
- IV. Disciplines (Instructor Minimum Qualifications):** Child Development/Early Childhood Education
- V.**
- VI. Family:**
- VII. Current Short Title:** Supervised Field Study Seminar
- VIII. Course Is Active/Where?** CITY AND MESA
- IX. Originating Campus:** CITY
- X. Action Proposed:** New Course
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 05/29/2014
- XIII. Proposed Start Semester:** Fall 2015
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Supervised Field Study Seminar

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
 - Corequisite: CHIL 151
 - & Corequisite: CHIL 270
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Create a seminar course to accompany CHIL 270
- II. How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement
- V. Extraordinary Cost to the College:** No new costs.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Work experience position in an approved site with an approved master teacher

- I. Course:** CHIL 270 Read college-level materials.
- II. Course:** CHIL 270 Write complete sentences using appropriate punctuation, grammar, and correct

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY AND MESA COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Child Development
- II. Course Number:** 155
- III. Course Title:** Supervised Field Study Seminar
- IV. Disciplines (Instructor Minimum Qualifications):** Child Development/Early Childhood Education
- V.**
- VI. Family:**
- VII. Current Short Title:** Supervised Field Study Seminar
- VIII. Course Is Active/Where?** CITY AND MESA
- IX. Originating Campus:** CITY
- X. Action Proposed:** Course Deactivation (Not at any College)
- XI. Distance Education Proposed At:** NONE
- XII. Proposal Originating Date:** 09/14/2022
- XIII. Proposed Start Semester:** Fall 2023
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Supervised Field Study Seminar

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
 - Corequisite: CHIL 151
 - & Corequisite: CHIL 270
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** CHIL 155 is no longer a part of current programs in the course catalog and will no longer be offered.
- II. How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement
- V. Extraordinary Cost to the College:** No new costs.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Work experience position in an approved site with an approved master teacher

Working knowledge of early childhood program planning

spelling of words.

- III. Course: CHIL 270 List several generic employer expectations of employees such as arriving on time, etc.

Working knowledge of early childhood program planning

- I. Course: CHIL 151 Compare and contrast the different types of early childhood education programs and philosophies.
- II. Course: CHIL 151 Plan, facilitate, and evaluate curriculum for young children utilizing basic principles of child growth and development and program planning.
- III. Course: CHIL 151 Examine the goals and learning objectives in planning a program on a daily/weekly/monthly/yearly basis.
- IV. Course: CHIL 151 Discuss the application of effective and positive guidance techniques to typical early childhood situations and interactions.
- V. Course: CHIL 151 Identify the personal and professional qualities that successful teaching requires.
- VI. Course: CHIL 151 Interpret the state code requirements for licensing child development programs as they relate to job qualifications and performances, record keeping, physical environment and the health and safety of the children.
- VII. Course: CHIL 151 Analyze the teacher's responsibility in selection and use of classroom materials and equipment for indoor and outdoor environments.

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

MESA

- Apply their knowledge of children's physical, intellectual, social and emotional development to set up a stimulating learning environment and design a multicultural curriculum that involves age-appropriate activities.
- Assess, compare and contrast the ways in which families, childcare facilities, schools, peer groups and the community act as socializing agents for the developing child.
- Participate in student teaching and child observations to better understand behavior management and learn effective problem solving and conflict resolution.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1305.00 Child Development/Early Care and Education

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. None

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

MESA

- Apply their knowledge of children's physical, intellectual, social and emotional development to set up a stimulating learning environment and design a multicultural curriculum that involves age-appropriate activities.
- Assess, compare and contrast the ways in which families, childcare facilities, schools, peer groups and the community act as socializing agents for the developing child.
- Participate in student teaching and child observations to better understand behavior management and learn effective problem solving and conflict resolution.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1305.00 Child Development/Early Care and Education

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 1.00

Total Units: 1

Lecture Hours Min: 16.00 **Max:** 18.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 16.00 **Max:** 18.00

Outside-of-Class Hours Min: 32.00 **Max:** 36.00

Total Student Learning Hours Min: 48.00 **Max:** 54.00

FTEF Lecture Min: 0.0667 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.0667 **Max:**

III. Last Time Pre/Co Requisite Update: 09/14/2022

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

FTEF Total Min: 0.0667 Max:

III. Last Time Pre/Co Requisite Update: 05/29/2014

IV. Last Outline Revision Date: 02/26/2015

V. CIC Approval: 02/26/2015

VI. BOT Approval: 03/26/2015

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2015

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer and Information Sciences 450**COURSE TITLE:**

Security Analytics and Visualization

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This course is a study of the process of using data collection, aggregation, and analysis tools for security monitoring and threat detection. Emphasis is placed on essential technical knowledge used for predictive analytics and the visualization of information to detect behaviors that indicate malicious activity. Topics include predictive modeling, data analytics, machine learning, automation, and understanding data through graphical representation. This course is designed for students in the Cyber Defense and Analysis program.

REQUISITES:**Prerequisite:**

CISC 179 with a grade of "C" or better, or equivalent

Corequisite: Completion of or concurrent enrollment in:

MATH 119 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

Special Admission - must be admitted to program. Requires admission into the Cyber Defense and Analysis program.

FIELD TRIP REQUIREMENTS:

Not required

TRANSFER APPLICABILITY:

Baccalaureate Degree Credit

CID:**TOTAL LECTURE HOURS:**

36 - 40.5

TOTAL LAB HOURS:

36 - 40.5

TOTAL CONTACT HOURS:

72 - 81

OUTSIDE-OF-CLASS HOURS:

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Discuss the importance of data analytics and how it may be utilized to guide decisions relating to cybersecurity.
2. Define security analytics and discuss the unique challenges imposed by the security domain on data analytics.
3. Identify and explain some of the important statistical tools that can be applied in given cybersecurity scenarios.
4. Explain the process of knowledge discovery from data and how it applies to various security challenges.
5. Discuss classification and clustering algorithms and explain how to choose the correct classifier.
6. Explain how text mining is used in the discovery of unknown data.
7. Discuss the natural language processing (NLP) techniques that are useful for cybersecurity challenges.
8. Give an overview of the challenges and tools for handling big data and discuss the security challenges that arise in the process of using those tools.
9. Describe and use features of Tableau to create a data story using visualization.
10. Compare and contrast other data visualization tools and how they can effectively increase the efficiency of data scientists.
11. Consider the ethical and societal impacts of data and security analytics in cybersecurity.

SECTION II**1. COURSE OUTLINE AND SCOPE:****A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Overview: data analytics
 - A. Ingestion
 - B. Processing
 - C. Visualization and analysis
 - D. Feature extraction and selection
 - E. Modeling
 - F. Evaluation
 - G. Inference
- II. Security basics and analytics
 - A. Goals
 - B. Threats, attacks, and impacts
 - C. Applications
 - D. Need
- III. Statistics
 - A. Probability density estimation
 - B. Models
 - C. Parameter estimation
 - D. Law of large numbers and central limit theorem
 - E. Confidence intervals
 - F. Hypothesis testing
 - G. Bayesian statistics
 - H. Regression
 - I. Regularization
 - J. Components
 - K. Scaling

- L. Procrustes
 - M. Nonparametric statistics
 - N. Time series
- IV. Data mining
 - A. Collection
 - B. Types and operations
 - C. Exploration and preprocessing
 - D. Representation
 - E. Association rule mining
 - F. Clustering
 - G. Manifold discovery
 - H. Anomaly detection
 - I. Security applications and adaptation
- V. Machine learning
 - A. Classifiers
 - B. Decision trees and random forests
 - C. Support vector machines
 - D. Neural networks and deep learning
- VI. Text mining
 - A. Tokenization
 - B. Preprocessing
 - C. Vector space
 - D. Latent semantic indexing
 - E. Embedding
- VII. Natural language processing (NLP)
 - A. Basic techniques
 - B. Feature engineering
 - C. Corpus-based analysis
 - D. Advanced tasks
 - E. Knowledge bases and frameworks
 - F. Security applications
- VIII. Big data
 - A. Terminology
 - B. Ingestion
 - C. Persistent storage
 - D. Computation and analysis
 - E. Visualization
 - F. Streaming
 - G. Security
- IX. Tableau
 - A. Data sources
 - B. Visualizations
 - C. Functions, fields, and parameters
 - D. Calculations
 - E. Maps
 - F. Advanced analytics
 - G. Dashboards
 - H. Data prep and sharing
- X. Other visualization tools
 - A. Python
 - B. QlikView
 - C. Excel
 - D. Datawrapper
 - E. Plotly
 - F. Sisense
 - G. Zoho analytics
- XI. Ethical and societal implications

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Textbook and resources posted in class and online.
- II. Review of professional and academic journals.
- III. Industry websites and magazines.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Case study summary.
- II. Research paper or literature review of a course-related topic.
- III. Written or oral presentations regarding analytics-based information and visuals.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Attend industry conferences.
- II. Attend professional association meetings.
- III. Interview of industry personnel.
- IV. Participate in cyber competition.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyze and critique case studies of a course-related issue and determine the most effective solution.
- II. Engage in scholarly dialogue to embody person(s) and explore course-related topics and/or scenarios and evaluate the activity for connections and relevance in real-world situations.
- III. Spontaneous group discussions comparing and contrasting industry practices used in problem-solving.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes
- II. Examinations
- III. Lab exercises
- IV. Oral reports
- V. Written reports
- VI. Case study exercises

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Computer Assisted Instruction
- * Discussion Seminar
- * Distance Education (Fully online)
- * Lecture Discussion
- * Lecture-Lab Combination

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Ahmed, Mohiuddin, et al. Security Analytics for the Internet of Everything, CRC Press, 2020, ISBN: 9781000766080
2. Khurana, Mehak. Security Analytics, Chapman & Hall, 2022, ISBN: 9781000597561
3. Kirk, Andy. Data Visualisation: A Handbook for Data Driven Design, 2nd ed. Sage Publications Ltd, 2019, ISBN: 9781526482884
4. Loth, Alexander. Visual Analytics with Tableau, John Wiley & Sons P&T, 2019, ISBN: 9781119560227
5. Vo, Phuong .T.H. Python: Data Analytics and Visualization, Packt Publishing, 2017, ISBN: 9781788294850

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Removable storage media, such as an external hard-drive or USB memory sticks.

PROPOSAL ORIGINATOR: David Kennemer

CO-CONTRIBUTOR(S) Angela Testado,Elizabeth Norvell,Jennifer Boots,Shelly Hess

PROPOSAL DATE: 06/10/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: CISC 450
Security Analytics and Visualization

ACTIVE/APPROVED COURSES IMPACTED:

CISC 450 Security Analytics and Visualization (29132)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(City)

Cyber Defense and Analysis *Launched*;
Bachelor of Science Degree

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Computer and Information Sciences
- II. **Course Number:** 450
- III. **Course Title:** Security Analytics and Visualization
- IV. **Disciplines (Instructor Minimum Qualifications):** Computer Information Systems
- V.
- VI. **Family:**
- VII. **Current Short Title:** Security Analytics and VIS
- VIII. **Course Is Active/Where?**
- IX. **Originating Campus:** CITY
- X. **Action Proposed:** New Course
- XI. **Distance Education Proposed At:**
- XII. **Proposal Originating Date:** 06/10/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** Not required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** A study of using data collection, aggregation, and analysis tools for security monitoring and threat detection.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
 - Prerequisite: CISC 179 with a grade of "C" or better, or equivalent. Intended to establish communication or computational skills
 - Corequisite: Completion of or concurrent enrollment in: MATH 119 with a grade of "C" or better, or equivalent.
 - Limitation on Enrollment:: Special Admission - must be admitted to program. Requires admission into the Cyber Defense and Analysis program.
- II. **Current Degree Applicability:** Baccalaureate Degree Credit
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** New course in the cyber defense and analysis baccalaureate program. Proposed Top Code: 0701.00.
- II. **How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Baccalaureate Degree
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** Access to the library's print and electronic resources.

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Python Programming: Demonstrate knowledge or experience using the Python language and incorporating the fundamentals of object-oriented programming.

- I. **Course:** CISC 179 **Describe the steps involved in the design, development, and implementation of**

software application projects

- II. Course: CISC 179 Identify basic properties of controls used in designing mobile applications, forms, and desktop interfaces
- III. Course: CISC 179 Integrate graphics in menus and forms
- IV. Course: CISC 179 Use data files to save and retrieve data to a secondary storage device
- V. Course: CISC 179 Create and demonstrate the conversion of programs into executable and/or web-enabled applications

Statistical Analysis: Demonstrate the ability to produce analyses and predictions that are trustworthy.

- I. Course: MATH 119 Organize qualitative and quantitative data into meaningful charts and graphs.
- II. Course: MATH 119 Evaluate measures of location, central tendency and variation of data and probability distribution
- III. Course: MATH 119 Analyze data by implementing various scales of measurements and formalize results based on statistical procedures.
- IV. Course: MATH 119 Identify the standard methods of obtaining data and identify advantages and disadvantages of each.

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. **CITY**
- II. **Distance Education Methods of Instruction:** 1. Fully Online
- III. **Other Distance Education Methods:**
- IV. **Type and frequency of contact may include, but is not limited to:**
 - 1. Announcements
weekly
Participant/s: Faculty to Student/s
 - 2. Chat Rooms
as needed
Participant/s: Faculty to Student/s , Among Students
 - 3. Collaborative Web Documents
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 4. Conferencing
as assigned
Participant/s: Faculty to Student/s
 - 5. Discussion Board
at least three times during the term
Participant/s: Among Students
 - 6. Email/Message System
as needed
Participant/s: Faculty to Student/s , Among Students
 - 7. Field Trips
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 8. Group Meetings
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 9. Individual Meetings
as needed
Participant/s: Faculty to Student/s
 - 10. Individualized Assignment Feedback
as assigned
Participant/s: Faculty to Student/s
 - 11. Synchronous or Asynchronous Video
as assigned
Participant/s: Faculty to Student/s , Among Students
 - 12. Telephone Contact

as needed

Participant/s: Faculty to Student/s

- V. **List of Techniques:** Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.
- VI. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.
- VII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (I Career-Technical Education) (Y Credit Course)

TOP Code: 0701.00 Information Technology, General

SAM Code: B - Advanced Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code:

II. Lect Units: 2.25

Lab Units: 0.75

Total Units: 3

Lecture Hours Min: 36.00 **Max:** 40.50

Lab Hours Min: 36.00 **Max:** 40.50

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 72.00 **Max:** 81.00

Outside-of-Class Hours Min: 72.00 **Max:** 81.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.1500 **Max:**

FTEF Lab Min: 0.1500 **Max:**

FTEF Total Min: 0.3000 **Max:**

III. Last Time Pre/Co Requisite Update: 09/19/2022

IV. Last Outline Revision Date:

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Humanities 106

COURSE TITLE:

World Religions

Units:

3

Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course is an introduction to the basic elements of the religions of the world, their similarities and differences, and their impact on believers and society. The course includes a study of the historical development, doctrines, rituals, sects, and scriptures of the major religions of the world. Some analysis of ancient religious traditions and tribal religious beliefs and practices may be included. This course is intended for all students interested in humanities and the study of world religions.

REQUISITES:

Advisory:

ENGL 101 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU CSU General Education IGETC UC Transfer Course List

CID:

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Recognize the basic elements of religious belief and practice.

2. Identify and analyze the primary concepts and practices of the tribal religions of the world.
3. Evaluate the influence of ancient religious traditions on modern world religions.
4. Identify and analyze the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
5. Compare and contrast the doctrines and practices of the major world religions.
6. Evaluate the impact of religion on individuals and society.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Elements of Religious Belief and Practice

- A. Doctrine
- B. Ritual
- C. Sects
- D. Scripture

II. Tribal Religious Traditions

- A. Australia and Oceania
- B. Africa
- C. The Americas

III. Religions of the Ancient World

- A. Mesopotamia
- B. Egypt
- C. Greece and Rome

IV. Important Religions of the Modern World

A. South Asian Traditions

1. Hinduism
2. Buddhism
3. Jainism
4. Sikhism

B. East Asian Traditions

1. Daoism
2. Confucianism
3. Shinto

C. Middle Eastern and European Traditions

1. Judaism
2. Zoroastrianism

3. Christianity

4. Islam

V. Religious Parallels

A. Comparison of Religious Beliefs and Practices

B. Contrast of Religious Beliefs and Practices

VI. Impact of Religion in the World

A. Influences on the Individual

B. Influences on Society

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

I. Textbooks on world religions.

II. Religious scripture in translation (ex. Daodejing, Bhagavad-Gita, Quran, Dhammapada, Tanakh, Bible)

III. Articles from journals and magazines, such as:

A. Christianity Today

B. Journal of the American Academy of Religion

IV. Buddhism Today

V. Articles on religion in daily newspapers,

A. New York Times

B. Los Angeles Times

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Essays comparing one religion to another.

II. Summaries and analyses of doctrinal disputes within one religion.

III. Reviews of scholarly articles on religious topics.

IV. Evaluative papers requiring outside reading in literature from religious organizations.

V. Journals providing summary, analysis, and evaluation of religious scriptures.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Reading and writing assignments on religious topics.

II. Library and computer accessed research in religious belief and practice.

III. Viewing of assigned/recommended media materials such as films on religious themes.

IV. Observation of religious practices at local religious centers.

V. Reviews of scholarly articles on religion.

VI. Interviews of religious leaders and/or followers.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Compare/Contrast a doctrine from one religion (ex. the afterlife) to that from another religion.

II. Interpret a passage from religious scripture in both traditional and comparative senses.

III. Analyze how a particular religious belief influences individual and/or social behavior.

IV. Evaluate how an ancient civilizations influenced the development of modern religions.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In class quizzes that show students' recognition of major doctrinal concepts.
- II. Out of class writing assignments that require student analysis of religious ideas and practices and/or comparison of such concepts and practices across religions.
- III. In class examinations which test students' ability to analyze and compare religious ideas and practices.
- IV. Supplementary exercises requiring student reporting and evaluation of actual religious worship, in person or through video presentation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Computer Assisted Instruction
- * Discussion Seminar
- * Distance Education (Fully online)
- * Learning Modules
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * Project-Based Learning

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Amore, Roy C., et al. A Concise Introduction to World Religions, 4th ed. Oxford, 2019, ISBN: 9780190919023
2. Brodd, Jeffrey, et al. Invitation to World Religions, 4th ed. Oxford, 2021, ISBN: 9780197543788
3. Partridge, Christopher. Introduction to World Religions, 3rd ed. Fortress, 2018, ISBN: 9781506445946
4. Smith, Huston. The World's Religions, Revised ed. Harper, 2009, ISBN: 9780061660184
5. Van Voorst, Robert E. Anthology of World Scriptures, 9th ed. Thomson/Wadsworth, 2017, ISBN: 9789305584495

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Bruce Naschak

ORIGINATION DATE: 12/28/2016

PROPOSAL ORIGINATOR: Bruce Naschak

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/02/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

**COURSE TO BE PROPOSED: HUMA 106
World Religions**

ACTIVE/APPROVED COURSES IMPACTED:

HUMA 106 World Religions (29304)

DISTRICT GENERAL EDUCATION:

C Humanities

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(**Mesa**)

Anthropology *Active*;
Associate in Arts for Transfer Degree

Category C: Select One or Two of the Following Courses (3 units):

(**Mesa**)

Anthropology *Pending*;
Associate in Arts for Transfer Degree

Category C: Select One or Two of the Following Courses (3 units):

(**Miramar**)

Anthropology *Active*;
Associate in Arts for Transfer Degree

Select 1 or more courses (3 units minimum) from the following:

(**Mesa**)

Elementary Teacher Education *Active*;
Associate in Arts for Transfer Degree

CATEGORY C: SELECT 0 to 12 ADDITIONAL UNITS

(**Miramar**)

Global Studies *Pending*;
Certificate of Performance

Recommended Electives:

(**Mesa**)

History *Approved*;
Associate in Arts for Transfer Degree

CATEGORY B2: SELECT ONE OF THE FOLLOWING COURSES OR ANY
COURSE NOT SELECTED IN CATEGORY A. RECOMMEND SELECTING A
COURSE WHICH FULFILLS THE LOWER DIVISION MAJOR PREPARATION
REQUIREMENTS OF YOUR PROSPECTIVE TRANSFER UNIVERSITY. (3

UNITS):

(**Mesa**)

History *Active*;

Associate in Arts for Transfer Degree

Category B2: Select one of the following courses or any course not selected in Category A (3 units):

(**Miramar**)

Homeland and International Security Studies *Pending*;

Associate of Science Degree

Complete at least three (3) units from the following:

(**Miramar**)

Honors Global Competencies *Approved*;

Certificate of Achievement

GLOBAL STUDIES - SELECT A MINIMUM OF 9 UNITS FROM THREE
DIFFERENT SUBJECT AREAS

(**Mesa**)

Honors Global Competencies *Active*;

Certificate of Achievement

Global Studies Select a minimum of 12 units from 4 different disciplines

(**Miramar**)

Honors Global Competencies Certificate* *Active*;

Certificate of Performance

Select 6 units from the following:

(**Miramar**)

Humanities Studies *Active*;

Associate of Arts Degree

Select at least 15 units from the following:

(**Mesa**)

Humanities and Religious Studies *Active*;

Associate of Arts Degree

Major Courses

(**City**)

Liberal Arts and Sciences: Language Arts and Humanities *Active*;

Associate of Arts Degree

Major Courses

(**City**)

Liberal Arts and Sciences: Language Arts and Humanities *Approved*;

Associate of Arts Degree

Major Courses

(**City**)

Liberal Arts and Sciences: Language Arts and Humanities *Approved*;
Associate of Arts Degree

Major Courses

(**Mesa**)

Liberal Arts and Sciences: Language Arts and Humanities - World Languages *Pending*;
Associate of Arts Degree

Select 3-5 units of additional coursework.

(**Miramar**)

Music Studies *Active*;
Associate of Arts Degree

Select 4 units from following courses (not already selected above):

(**Miramar**)

Music Studies *Active*;
Associate of Arts Degree

Select one course from the following:

(**Miramar**)

Philosophy *Active*;
Associate in Arts for Transfer Degree

Select 1 course (3 units minimum) from the following:

(**Miramar**)

Philosophy *Approved*;
Associate in Arts for Transfer Degree

Select 1 course (3 units minimum) not already selected above from the following:

(**City**)

Philosophy *Active*;
Associate of Arts Degree

Recommended Electives:

(**Miramar**)

Social and Behavioral Sciences *Active*;
Associate of Arts Degree

Select at least one course and the remainder of units needed to meet the minimum of 18 from the following:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Humanities
- II. **Course Number:** 106
- III. **Course Title:** World Religions
- IV. **Disciplines (Instructor Minimum Qualifications):** Humanities
- V.
- VI. **Family:**
- VII. **Current Short Title:** World Religions
- VIII. **Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. **Originating Campus:** MESA
- X. **Action Proposed:** Course Revision (May Include Activation)
- XI. **Distance Education Proposed At:** Mesa , City and Miramar
- XII. **Proposal Originating Date:** 09/02/2022
- XIII. **Proposed Start Semester:** Spring 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. **Current Short Description:** Introduces the basic elements of religion and the major religious traditions of the world.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:** Texts are most current editions as of 9-2022.

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Six yr review including: 1) addition to Methods of Instruction and DE Techniques, and 2) review & update of texts. (Course revision is for six year review.)
- II. **How Does The Course Fit The College Mission?** 1. Transfer
- III. **Current Transfer Options:** 1. CSU General Education 2. IGETC 3. UC Transfer Course List
- IV. **Proposed College/District Purpose:** 1. District general education
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

CSU General Education:

C2 Area C. Arts and Humanities - Humanities (Literature, Philosophy, Languages Other than English)

District General Education:

C Humanities

IGETC:

Area 3. Arts and Humanities - 3B: Humanities

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Able to read and write at college transfer level.

- I. Course: ENGL 101** Read, analyze, discuss, and evaluate a variety of texts.
- II. Course: ENGL 101** Identify arguments, patterns, and strategies in a variety of texts.
- III. Course: ENGL 101** Write, revise, and edit a total of at least 6,000 graded words.
- IV. Course: ENGL 101** Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing.
- V. Course: ENGL 101** Select a variety of research strategies using appropriate documentation.
- VI. Course: ENGL 101** Apply critical thinking in reading, writing, and class discussion.

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. MESA**
- II. Distance Education Methods of Instruction:** 1. Fully Online
- III. Other Distance Education Methods:**
- IV. Type and frequency of contact may include, but is not limited to:**
 - 1. Announcements
as needed
Participant/s: Faculty to Student/s , Among Students
 - 2. Discussion Board
and/or Video - weekly
Participant/s: Faculty to Student/s , Among Students
 - 3. Email/Message System
as needed
Participant/s: Faculty to Student/s , Among Students
 - 4. Synchronous or Asynchronous Video
and/or Discussion Board - weekly
Participant/s: Faculty to Student/s , Among Students
 - 5. Telephone Contact
as needed
Participant/s: Faculty to Student/s , Among Students
 - 6. Threaded Conferencing
frequent
- V. List of Techniques:** Online instruction includes regular student-to-student and instructor-to-student communication. Announcements from the instructor to the students will be used as needed. Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.
- VI. How to Evaluate Students for Achieved Outcomes:** The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.
- VII. Additional Resources/Materials/Information:** SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. Audio Visual Library Materials:** NO

IX. **CITY**

X. **Distance Education Methods of Instruction:** 1. Fully Online

XI. **Other Distance Education Methods:**

XII. **Type and frequency of contact may include, but is not limited to:**

1. Announcements
Weekly
2. Chat Rooms
As assigned
3. Collaborative Web Documents
As assigned
4. Conferencing
As assigned
5. Discussion Board
At least three times during the term.
6. Email/Message System
As needed
7. Field Trips
As assigned
8. Group Meetings
As assigned
9. Individual Meetings
As needed
10. Individualized Assignment Feedback
As assigned
11. Synchronous or Asynchronous Video
As assigned
12. Telephone Contact
As needed

XIII. **List of Techniques:** Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

XIV. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

XV. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. **Audio Visual Library Materials:** NO

XVII. **MIRAMAR**

XVIII. **Distance Education Methods of Instruction:** 1. Fully Online

XIX. **Other Distance Education Methods:**

XX. **Type and frequency of contact may include, but is not limited to:**

1. Announcements
weekly
2. Collaborative Web Documents
as assigned
3. Conferencing
as assigned
4. Discussion Board
at least three times during the term with the instructor and with other students
5. Email/Message System
as needed
6. Field Trips
as assigned
7. Group Meetings

- as assigned
- 8. Individual Meetings
 - as needed
- 9. Individualized Assignment Feedback
 - as assigned
- 10. Synchronous or Asynchronous Video
 - as assigned
- 11. Telephone Contact
 - as needed
- XXI. **List of Techniques:** Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via email, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.
- XXII. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.
- XXIII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Students will be able to discuss a religious figure, an important doctrine, ritual, narrative, material item (religious text or sacred place), ethical practice from one of the world religions covered by the class.

MESA

- Students will be able to think critically about the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
- Students will develop an awareness of the major elements of the various religions of cultures and civilizations around the world, both past and present.

MIRAMAR

- Discuss the basic difference between Theisms as presented in both the Eastern and Western traditions.
- Compare/Contrast basic concepts within a religion as they pertain to differences in interpretation among sects.
- Explain key aspects of specific doctrine(s) within a particular religion that speak to its foundational core.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1510.00 Religious Studies (Theological professions excluded)

SAM Code: E - Non Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 Max: 54.00

Lab Hours Min: 0.00 Max: 0.00

Other Hours Min: 0.00 Max: 0.00

Total Contact Hours Min: 48.00 Max: 54.00

Outside-of-Class Hours Min: 96.00 Max: 108.00

Total Student Learning Hours Min: 144.00 Max: 162.00

FTEF Lecture Min: 0.2000 Max:

FTEF Lab Min: 0.0000 Max:

FTEF Total Min: 0.2000 Max:

III. Last Time Pre/Co Requisite Update: 09/02/2022

IV. Last Outline Revision Date: 04/27/2017

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

HUMA 106

Previous Report

CIC Approval: 04/27/2017
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM: Spring 2018

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Humanities 106

COURSE TITLE:
World Religions

Units:
3

Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course is an introduction to the basic elements of the religions of the world, their similarities and differences, and their impact on believers and society. The course includes a study of the historical development, doctrines, rituals, sects, and scriptures of the major religions of the world. Some analysis of ancient religious traditions and tribal religious beliefs and practices may be included. This course is intended for all students interested in humanities and the study of world religions.

REQUISITES:

Advisory:
ENGL 101 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU CSU General Education IGETC UC Transfer Course List

CID:

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Recognize the basic elements of religious belief and practice.
2. Identify and analyze the primary concepts and practices of the tribal religions of the world.
3. Evaluate the influence of ancient religious traditions on modern world religions.
4. Identify and analyze the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
5. Compare and contrast the doctrines and practices of the major world religions.
6. Evaluate the impact of religion on individuals and society.

Current Report

HUMA 106

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Humanities 106

COURSE TITLE:
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3. Evaluate the influence of ancient religious traditions on modern world religions.
4. Identify and analyze the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
5. Compare and contrast the doctrines and practices of the major world religions.
6. Evaluate the impact of religion on individuals and society.

SECTION II

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Elements of Religious Belief and Practice

- A. Doctrine
- B. Ritual
- C. Sects
- D. Scripture

II. Tribal Religious Traditions

- A. Australia and Oceania
- B. Africa
- C. The Americas

III. Religions of the Ancient World

- A. Mesopotamia
- B. Egypt
- C. Greece and Rome

IV. Important Religions of the Modern World

- A. South Asian Traditions
 - 1. Hinduism
 - 2. Buddhism
 - 3. Jainism
 - 4. Sikhism
- B. East Asian Traditions
 - 1. Daoism
 - 2. Confucianism
 - 3. Shinto
- C. Middle Eastern and European Traditions
 - 1. Judaism
 - 2. Zoroastrianism
 - 3. Christianity
 - 4. Islam

V. Religious Parallels

- A. Comparison of Religious Beliefs and Practices
- B. Contrast of Religious Beliefs and Practices

VI. Impact of Religion in the World

- A. Influences on the Individual
- B. Influences on Society

I. COURSE OUTLINE AND SCOPE:

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

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- A. Doctrine
- B. Ritual
- C. Sects
- D. Scripture

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- B. Africa
- C. The Americas

III. Religions of the Ancient World

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- B. Egypt
- C. Greece and Rome

IV. Important Religions of the Modern World

- A. South Asian Traditions
 - 1. Hinduism
 - 2. Buddhism
 - 3. Jainism
 - 4. Sikhism
- B. East Asian Traditions
 - 1. Daoism
 - 2. Confucianism
 - 3. Shinto
- C. Middle Eastern and European Traditions
 - 1. Judaism
 - 2. Zoroastrianism
 - 3. Christianity
 - 4. Islam

V. Religious Parallels

- A. Comparison of Religious Beliefs and Practices
- B. Contrast of Religious Beliefs and Practices

VI. Impact of Religion in the World

- A. Influences on the Individual
- B. Influences on Society

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Textbooks on world religions.
- II. Religious scripture in translation (ex. Daodejing, Bhagavad-Gita, Quran, Dhammapada, Tanakh, Bible)
- III. Articles from journals and magazines, such as:
 - A. Christianity Today
 - B. Journal of the American Academy of Religion
- IV. Buddhism Today
- V. Articles on religion in daily newspapers,
 - A. New York Times
 - B. Los Angeles Times

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays comparing one religion to another.
- II. Summaries and analyses of doctrinal disputes within one religion.
- III. Reviews of scholarly articles on religious topics.
- IV. Evaluative papers requiring outside reading in literature from religious organizations.
- V. Journals providing summary, analysis, and evaluation of religious scriptures.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments on religious topics.
- II. Library and computer accessed research in religious belief and practice.
- III. Viewing of assigned/recommended media materials such as films on religious themes.
- IV. Observation of religious practices at local religious centers.
- V. Reviews of scholarly articles on religion.
- VI. Interviews of religious leaders and/or followers.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Compare/Contrast a doctrine from one religion (ex. the afterlife) to that from another religion.
- II. Interpret a passage from religious scripture in both traditional and comparative senses.
- III. Analyze how a particular religious belief influences individual and/or social behavior.
- IV. Evaluate how an ancient civilizations influenced the development of modern religions.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In class quizzes that show students' recognition of major doctrinal concepts.
- II. Out of class writing assignments that require student analysis of religious ideas and practices and/or comparison of such concepts and practices across religions.
- III. In class examinations which test students' ability to analyze and compare religious ideas and practices.
- IV. Supplementary exercises requiring student reporting and evaluation of actual religious worship, in person or through video presentation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Computer Assisted Instruction
- * Discussion Seminar
- * Distance Education (Fully online)
- * Learning Modules
- * Lecture
- * Lecture Discussion

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Textbooks on world religions.
- II. Religious scripture in translation (ex. Daodejing, Bhagavad-Gita, Quran, Dhammapada, Tanakh, Bible)
- III. Articles from journals and magazines, such as:
 - A. Christianity Today
 - B. Journal of the American Academy of Religion
- IV. Buddhism Today
- V. Articles on religion in daily newspapers,
 - A. New York Times
 - B. Los Angeles Times

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Essays comparing one religion to another.
- II. Summaries and analyses of doctrinal disputes within one religion.
- III. Reviews of scholarly articles on religious topics.
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- V. Journals providing summary, analysis, and evaluation of religious scriptures.

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- III. Viewing of assigned/recommended media materials such as films on religious themes.
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- VI. Interviews of religious leaders and/or followers.

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Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Compare/Contrast a doctrine from one religion (ex. the afterlife) to that from another religion.
- II. Interpret a passage from religious scripture in both traditional and comparative senses.
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- I. In class quizzes that show students' recognition of major doctrinal concepts.
- II. Out of class writing assignments that require student analysis of religious ideas and practices and/or comparison of such concepts and practices across religions.
- III. In class examinations which test students' ability to analyze and compare religious ideas and practices.
- IV. Supplementary exercises requiring student reporting and evaluation of actual religious worship, in person or through video presentation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Computer Assisted Instruction
- * Discussion Seminar
- * Distance Education (Fully online)
- * Learning Modules
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * Project-Based Learning

4. REQUIRED TEXTS AND SUPPLIES:

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Ludwig, Theodore. The Sacred Paths. 4th ed. Pearson/Prentice Hall, 2006, ISBN: 9780131539037
- 2. Mohammed, Khaleel. An Introduction to World Religions. 1st ed. Polymath, 2016, ISBN: 00000000000000
- 3. Nigosian, S.A. World Religions: A Historical Approach. 4th ed. Bedford,St. Martin's, 2008, ISBN: 0312473656
- 4. Oxtoby, Willard and Alan Segal. A Concise Introduction to World Religions. 2nd ed. OUP, 2011, ISBN: 0195437748
- 5. Partridge, Christopher. Introduction to World Religions. 2nd ed. Fortress , 2013, ISBN: 9780800699703
- 6. Smith, Huston. The World's Religions. Revised ed. Harper, 2009, ISBN: 9780061660184
- 7. Van Voorst, Robert E. Anthology of World Scriptures. 8th ed. Thomson/Wadsworth, 2013, ISBN: 9781133934448

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Bruce Naschak

CO-CONTRIBUTOR(S)
DATE: 12/28/2016

Status: Active

Date Printed: 11/7/2022

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Amore, Roy C., et al. A Concise Introduction to World Religions. 4th ed. Oxford, 2019, ISBN: 9780190919023
- 2. Brodd, Jeffrey, et al. Invitation to World Religions. 4th ed. Oxford, 2021, ISBN: 9780197543788
- 3. Partridge, Christopher. Introduction to World Religions. 3rd ed. Fortress, 2018, ISBN: 9781506445946
- 4. Smith, Huston. The World's Religions. Revised ed. Harper, 2009, ISBN: 9780061660184
- 5. Van Voorst, Robert E. Anthology of World Scriptures. 9th ed. Thomson/Wadsworth, 2017, ISBN: 9789305584495

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Bruce Naschak
ORIGINATION DATE: 12/28/2016
PROPOSAL ORIGINATOR: Bruce Naschak
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 09/02/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Humanities
- II. Course Number:** 106
- III. Course Title:** World Religions
- IV. Disciplines (Instructor Minimum Qualifications):** Humanities
- V.**
- VI. Family:**
- VII. Current Short Title:** World Religions
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 12/28/2016
- XIII. Proposed Start Semester:** Spring 2018
- XIV. Field Trip:** May be required
- XV. Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. Current Short Description:** Introduces the basic elements of religion and the major religious traditions of the world.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** six year curriculum revision including minor changes in assignments and methods of instruction. Review/update of textbooks done. NOTE: Course is included in new Humanities and Religious Studies AA so now program applicable. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. CSU General Education 2. IGETC 3. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. District general education
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

CSU General Education:
C2 Area C. Arts and Humanities - Humanities (Literature, Philosophy, Languages Other than English)

District General Education:

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Humanities
- II. Course Number:** 106
- III. Course Title:** World Religions
- IV. Disciplines (Instructor Minimum Qualifications):** Humanities
- V.**
- VI. Family:**
- VII. Current Short Title:** World Religions
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 09/02/2022
- XIII. Proposed Start Semester:** Spring 2024
- XIV. Field Trip:** May be required
- XV. Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. Current Short Description:** Introduces the basic elements of religion and the major religious traditions of the world.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:** Texts are most current editions as of 9-2022.

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six yr review including: 1) addition to Methods of Instruction and DE Techniques, and 2) review & update of texts. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. CSU General Education 2. IGETC 3. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. District general education
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

CSU General Education:
C2 Area C. Arts and Humanities - Humanities (Literature, Philosophy, Languages Other than English)

District General Education:

IGETC:

Area 3. Arts and Humanities - 3B: Humanities

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Able to read and write at college transfer level.

- | | | |
|------|------------------|-------------------------------------------------------------------------------------------------------------|
| I. | Course: ENGL 101 | Read, analyze, discuss, and evaluate a variety of texts. |
| II. | Course: ENGL 101 | Identify arguments, patterns, and strategies in a variety of texts. |
| III. | Course: ENGL 101 | Write, revise, and edit a total of at least 6,000 graded words. |
| IV. | Course: ENGL 101 | Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing. |
| V. | Course: ENGL 101 | Select a variety of research strategies using appropriate documentation. |
| VI. | Course: ENGL 101 | Apply critical thinking in reading, writing, and class discussion. |

SECTION III**COURSE DISTANCE EDUCATION INFORMATION****I. MESA****II. Distance Education Methods of Instruction:** 1. Fully Online**III. Other Distance Education Methods:****IV. Type and frequency of contact may include, but is not limited to:**

1. Chat Rooms
frequent
2. E-mail
frequent
3. Telephone Contact
as needed
4. Threaded Conferencing
frequent

- V. List of Techniques:** Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.

- VI. How to Evaluate Students for Achieved Outcomes:** The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.

- VII. Additional Resources/Materials/Information:** SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

IGETC:

Area 3. Arts and Humanities - 3B: Humanities

UC Transfer Course:

Yes

REQUISITES ANALYSIS

Able to read and write at college transfer level.

- | | | |
|------|------------------|-------------------------------------------------------------------------------------------------------------|
| I. | Course: ENGL 101 | Read, analyze, discuss, and evaluate a variety of texts. |
| II. | Course: ENGL 101 | Identify arguments, patterns, and strategies in a variety of texts. |
| III. | Course: ENGL 101 | Write, revise, and edit a total of at least 6,000 graded words. |
| IV. | Course: ENGL 101 | Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing. |
| V. | Course: ENGL 101 | Select a variety of research strategies using appropriate documentation. |
| VI. | Course: ENGL 101 | Apply critical thinking in reading, writing, and class discussion. |

SECTION III**COURSE DISTANCE EDUCATION INFORMATION****I. MESA****II. Distance Education Methods of Instruction:** 1. Fully Online**III. Other Distance Education Methods:****IV. Type and frequency of contact may include, but is not limited to:**

1. Announcements
as needed
Participant/s: Faculty to Student/s , Among Students
2. Discussion Board
and/or Video - weekly
Participant/s: Faculty to Student/s , Among Students
3. Email/Message System
as needed
Participant/s: Faculty to Student/s , Among Students
4. Synchronous or Asynchronous Video
and/or Discussion Board - weekly
Participant/s: Faculty to Student/s , Among Students
5. Telephone Contact
as needed
Participant/s: Faculty to Student/s , Among Students
6. Threaded Conferencing
frequent

- V. List of Techniques:** Online instruction includes regular student-to-student and instructor-to-student communication. Announcements from the instructor to the students will be used as needed. Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.

- VI. How to Evaluate Students for Achieved Outcomes:** The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.

- VII. Additional Resources/Materials/Information:** SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

- VIII. Audio Visual Library Materials:** NO

VIII. Audio Visual Library Materials: NO

IX. CITY

X. Distance Education Methods of Instruction: 1. Fully Online

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Announcements
Weekly
2. Chat Rooms
As assigned
3. Collaborative Web Documents
As assigned
4. Conferencing
As assigned
5. Discussion Board
At least three times during the term.
6. Email/Message System
As needed
7. Field Trips
As assigned
8. Group Meetings
As assigned
9. Individual Meetings
As needed
10. Individualized Assignment Feedback
As assigned
11. Synchronous or Asynchronous Video
As assigned
12. Telephone Contact
As needed

XIII. List of Techniques: Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

XIV. How to Evaluate Students for Achieved Outcomes: Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

XV. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. MIRAMAR

XVIII. Distance Education Methods of Instruction: 1. Fully Online

XIX. Other Distance Education Methods:

XX. Type and frequency of contact may include, but is not limited to:

1. Announcements
weekly
2. Collaborative Web Documents
as assigned
3. Conferencing
as assigned
4. Discussion Board
at least three times during the term with the instructor and with other students
5. Email/Message System
as needed
6. Field Trips
as assigned
7. Group Meetings
as assigned
8. Individual Meetings
as needed
9. Individualized Assignment Feedback
as assigned
10. Synchronous or Asynchronous Video

IX. CITY

X. Distance Education Methods of Instruction: 1. Fully Online

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Announcements
Weekly
2. Chat Rooms
As assigned
3. Collaborative Web Documents
As assigned
4. Conferencing
As assigned
5. Discussion Board
At least three times during the term.
6. Email/Message System
As needed
7. Field Trips
As assigned
8. Group Meetings
As assigned
9. Individual Meetings
As needed
10. Individualized Assignment Feedback
As assigned
11. Synchronous or Asynchronous Video
As assigned
12. Telephone Contact
As needed

XIII. List of Techniques: Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

XIV. How to Evaluate Students for Achieved Outcomes: Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

XV. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. MIRAMAR

XVIII. Distance Education Methods of Instruction: 1. Fully Online

XIX. Other Distance Education Methods:

XX. Type and frequency of contact may include, but is not limited to:

1. Announcements
weekly
2. Collaborative Web Documents
as assigned
3. Conferencing
as assigned
4. Discussion Board
at least three times during the term with the instructor and with other students
5. Email/Message System
as needed
6. Field Trips
as assigned
7. Group Meetings
as assigned
8. Individual Meetings
as needed
9. Individualized Assignment Feedback
as assigned
10. Synchronous or Asynchronous Video
as assigned

as assigned
11. Telephone Contact
as needed

XXI. List of Techniques: Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via email, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

XXII. How to Evaluate Students for Achieved Outcomes: Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

XXIII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Students will be able to discuss a religious figure, an important doctrine, ritual, narrative, material item (religious text or sacred place), ethical practice from one of the world religions covered by the class.

MESA

- Students will be able to think critically about the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
- Students will develop an awareness of the major elements of the various religions of cultures and civilizations around the world, both past and present.

MIRAMAR

- Discuss the basic difference between Theisms as presented in both the Eastern and Western traditions.
- Compare/Contrast basic concepts within a religion as they pertain to differences in interpretation among sects.
- Explain key aspects of specific doctrine(s) within a particular religion that speak to its foundational core.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1510.00 Religious Studies (Theological professions excluded)

SAM Code: E - Non Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y

Course Support Course Status (CB26): Y

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 12/28/2016

11. Telephone Contact
as needed

XXI. List of Techniques: Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via email, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

XXII. How to Evaluate Students for Achieved Outcomes: Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

XXIII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Students will be able to discuss a religious figure, an important doctrine, ritual, narrative, material item (religious text or sacred place), ethical practice from one of the world religions covered by the class.

MESA

- Students will be able to think critically about the history, doctrines, rituals, sects, and scriptures of the major religions of the world.
- Students will develop an awareness of the major elements of the various religions of cultures and civilizations around the world, both past and present.

MIRAMAR

- Discuss the basic difference between Theisms as presented in both the Eastern and Western traditions.
- Compare/Contrast basic concepts within a religion as they pertain to differences in interpretation among sects.
- Explain key aspects of specific doctrine(s) within a particular religion that speak to its foundational core.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1510.00 Religious Studies (Theological professions excluded)

SAM Code: E - Non Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 09/02/2022

IV. Last Outline Revision Date: 04/27/2017

V. CIC Approval: 04/27/2017

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Spring 2018

SECTION VI

CREDIT FOR PRIOR LEARNING

IV. Last Outline Revision Date: 04/27/2017

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Music 150A

COURSE TITLE:

Basic Musicianship

Units:

3

Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course is the study and practice of musical literacy. Emphasis is placed on the development of perceptions in sight and sound as related to the symbols of rhythmic, melodic, and harmonic notation. Topics include skill development in notating notes, intervals, scales, key signatures, rhythms, and chords. Students also identify terms used to indicate navigation, tempo, and dynamics. This course is designed for music majors and musicians.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:

MUS 110

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and notate music notation symbols for rhythm and pitch.

2. Write and recognize major, minor, and chromatic scales.
3. Write and recognize intervals.
4. Identify and notate triads.
5. Recognize musical directions for navigation, dynamics, and tempo.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Music notation symbols
 - A. Rhythm
 1. Note and rest values
 2. Meter/time signatures
 - B. Pitches
 1. Treble clef
 2. Bass clef
 3. Notes on piano keyboard
 4. Ledger lines
 5. Whole steps and half steps
- II. Scales
 - A. Major
 - B. Minor
 1. Natural
 2. Harmonic
 3. Melodic
 - C. Chromatic
 - D. Key signatures
- III. Intervals
 - A. Melodic
 - B. Harmonic
- IV. Triads
 - A. Major
 - B. Minor
 - C. Diminished
 - D. Augmented
- V. Musical directions
 - A. Dynamics: pianissimo to fortissimo
 - B. Tempo: largo to prestissimo
 - C. Navigation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned text related to music fundamentals.
- II. Musical scores.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Notation of various pitches, scales, rhythms, and chords.
- II. Construction of intervals, chords, and scales.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments as specified in the course syllabus.
- II. Practice problems in rhythmic, intervallic, pitch, and scale notation.
- III. Specific notation assignments on keyboards and/or computers.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Constructing major, minor, diminished, and augmented triads.
- II. Determining time signature and number of beats from rhythmic patterns.
- III. Comparing and contrasting the intervallic patterns between major and minor scales.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes and examinations.
- II. Exercises and drills.
- III. In-class presentations.
- IV. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Computer Assisted Instruction
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Demonstration.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Duckworth, William. A Creative Approach to Music Fundamentals, 11th ed. Schirmer, 2013, ISBN: 9780840029980
2. Piper, Jane with Elizabeth West Marvin & Joel Phillips. Basic Musicianship: The Musician's Guide to Fundamentals, 3rd ed. W.W. Norton, 2018, ISBN: 9780393639162
3. Takesue, Sumy. Music Fundamentals: A Balanced Approach, 3rd ed. Routledge, 2017, ISBN: 9781138654419

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Music manuscript paper, pencils and erasers.

ORIGINATOR: Dr. N. Scott Robinson
ORINATION DATE: 09/12/2021

PROPOSAL ORIGINATOR: Dr. N. Scott Robinson
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 09/25/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: MUSI 150A
Basic Musicianship

ACTIVE/APPROVED COURSES IMPACTED:

MUSI 150A Basic Musicianship (29353)

Prerequisite

MUSI 148A (Active)
MUSI 174A (Active)
MUSI 268A (Active)
MUSI 268A (Approved)
MUSI 274A (Active)

Advisory

MUSI 132A (Active)
MUSI 205B (Active)
MUSI 206A (Active)
MUSI 206A (Approved)
MUSI 206B (Active)
MUSI 206B (Approved)
MUSI 230A (Active)
MUSI 259A (Active)
MUSI 264A (Active)

Advisory: Completion of or concurrent enrollment in
MUSI 190 (Active)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(Miramar)

Audio Production and Engineering *Active*;
Associate of Science Degree

Courses required:

(Miramar)

Audio Production and Engineering *Active*;
Certificate of Achievement

Major Courses

(Miramar)

Audio Production and Engineering *Pending*;
Certificate of Achievement

Major Courses

(Miramar)

Music Studies *Active*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Studies *Active*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Studies *Approved*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Studies *Approved*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Technology *Active*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Technology *Approved*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Technology *Launched*;
Associate of Arts Degree

Major Courses

(**Mesa**)
Music Theory *Active*;
Certificate of Achievement

Major Courses

(**Mesa**)
Music Theory *Launched*;
Certificate of Achievement

Major Courses

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Music
- II. **Course Number:** 150A
- III. **Course Title:** Basic Musicianship
- IV. **Disciplines (Instructor Minimum Qualifications):** Music
- V.
- VI. **Family:** NONE
- VII. **Current Short Title:** Basic Musicianship
- VIII. **Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. **Originating Campus:** MESA
- X. **Action Proposed:** Course Revision (May Include Activation)
- XI. **Distance Education Proposed At:** Mesa , City and Miramar
- XII. **Proposal Originating Date:** 09/25/2022
- XIII. **Proposed Start Semester:** Fall 2024
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. **Current Short Description:** Study and practice of musical literacy.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:** NONE
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:** Texts are latest editions/classics - 9/2022.

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Six year review including: 1) removal of ENGL advisories, and 2) review of texts to verify currency. (Course revision is for six year review.)
- II. **How Does The Course Fit The College Mission?** 1. Transfer
- III. **Current Transfer Options:** 1. UC Transfer Course List
- IV. **Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement 3. Major Requirement - Certificate of Performance
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

UC Transfer Course:
Yes

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. MESA

- II. **Distance Education Methods of Instruction:** 1. Online-Emergency Only
- III. **Other Distance Education Methods:** None.
- IV. **Type and frequency of contact may include, but is not limited to:**
1. Announcements
At least once a week
Participant/s: Faculty to Student/s
 2. Discussion Board
At least weekly
Participant/s: Faculty to Student/s , Among Students
 3. Group Meetings
Students may be required to meet on campus up to three times per semester
Participant/s: Faculty to Student/s , Among Students
 4. Individual Meetings
On campus or online, as needed
Participant/s: Faculty to Student/s
 5. Telephone Contact
As needed
Participant/s: Faculty to Student/s , Among Students
- V. **List of Techniques:** Online instruction includes regular student-to-student and instructor-to-student communication. General announcement about the topic at hand are posted once/week. Upcoming tests are announced at least twice prior to each test. These announcements are emailed directly to students as well as posted on the course website.
- VI. **How to Evaluate Students for Achieved Outcomes:** Online testing: writing assignments, multiple choice, skill tests (java based) in note naming, rhythms, scales, intervals, chords, roman numeral analysis of chords, and key signatures
- VII. **Additional Resources/Materials/Information:** Students with learning disabilities can take unlimited time for tests and can use reference materials at their places of residence as they are testing. Students can take breaks during testing which relieves the pressures and anxiety of testing. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. **Audio Visual Library Materials:** NO
- IX. **MIRAMAR**
- X. **Distance Education Methods of Instruction:** 1. Fully Online
- XI. **Other Distance Education Methods:**
- XII. **Type and frequency of contact may include, but is not limited to:**
1. Announcements
weekly
 2. Collaborative Web Documents
as assigned
 3. Conferencing
as assigned
 4. Discussion Board
at least three times during the term with the instructor and with other students
 5. Email/Message System
as needed
 6. Group Meetings
as assigned
 7. Individual Meetings
as needed
 8. Individualized Assignment Feedback
as assigned
 9. Synchronous or Asynchronous Video
as assigned
 10. Telephone Contact
as needed
- XIII. **List of Techniques:** Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

- XIV. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.
- XV. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XVI. **Audio Visual Library Materials:** NO
- XVII. **CITY**
- XVIII. **Distance Education Methods of Instruction:** 1. Fully Online
- XIX. **Other Distance Education Methods:**
- XX. **Type and frequency of contact may include, but is not limited to:**
1. Announcements
weekly
 2. Collaborative Web Documents
as assigned
 3. Conferencing
as assigned
 4. Discussion Board
at least three times during the term
 5. Email/Message System
as needed
 6. Field Trips
as assigned
 7. Group Meetings
as assigned
 8. Individual Meetings
as needed
 9. Individualized Assignment Feedback
as assigned
 10. Synchronous or Asynchronous Video
as assigned
 11. Telephone Contact
as needed
- XXI. **List of Techniques:** Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.
- XXII. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.
- XXIII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- The ability to read music on both staves, which includes notes, rhythms and accidentals.
- Identify and notate music notation symbols for rhythm and pitch.

MESA

- Students will develop an understanding of basic musical definitions, terminology, and the language of music for effective communication about music.
- Students will develop critical thinking skills in analysis of a simple musical notation in a basic musical score.

MIRAMAR

- Recognize, use, and analyze the elements of musical notation

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1004.00 Music

SAM Code: E - Non Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update:

IV. Last Outline Revision Date: 12/09/2021

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

MUSI 150A

Previous Report

CIC Approval: 12/09/2021
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM: Fall 2022

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Music 150A

COURSE TITLE:
Basic Musicianship

Units:
3

Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course is the study and practice of musical literacy. Emphasis is placed on the development of perceptions in sight and sound as related to the symbols of rhythmic, melodic, and harmonic notation. Topics include skill development in notating notes, intervals, scales, key signatures, rhythms, and chords. Students also identify terms used to indicate navigation, tempo, and dynamics. This course is designed for music majors and musicians.

REQUISITES:

Advisory:
ENGL 047A with a grade of "C" or better, or equivalent or Milestone R50/W50
or
ENGL 048 with a grade of "C" or better, or equivalent or Milestone R50
&
ENGL 049 with a grade of "C" or better, or equivalent or Milestone W50

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:
MUS 110

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and notate music notation symbols for rhythm and pitch.
2. Write and recognize major, minor, and chromatic scales.
3. Write and recognize intervals.
4. Identify and notate triads.

Current Report

MUSI 150A

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Music 150A

COURSE TITLE:
Basic Musicianship

Units:
3

Letter Grade or Pass/No Pass Option

CATALOG COURSE DESCRIPTION:

This course is the study and practice of musical literacy. Emphasis is placed on the development of perceptions in sight and sound as related to the symbols of rhythmic, melodic, and harmonic notation. Topics include skill development in notating notes, intervals, scales, key signatures, rhythms, and chords. Students also identify terms used to indicate navigation, tempo, and dynamics. This course is designed for music majors and musicians.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU UC Transfer Course List

CID:
MUS 110

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Identify and notate music notation symbols for rhythm and pitch.
2. Write and recognize major, minor, and chromatic scales.
3. Write and recognize intervals.
4. Identify and notate triads.
5. Recognize musical directions for navigation, dynamics, and tempo.

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Music notation symbols
 - A. Rhythm
 - 1. Note and rest values
 - 2. Meter/time signatures
 - B. Pitches
 - 1. Treble clef
 - 2. Bass clef
 - 3. Notes on piano keyboard
 - 4. Ledger lines
 - 5. Whole steps and half steps
- II. Scales
 - A. Major
 - B. Minor
 - 1. Natural
 - 2. Harmonic
 - 3. Melodic
 - C. Chromatic
 - D. Key signatures
- III. Intervals
 - A. Melodic
 - B. Harmonic
- IV. Triads
 - A. Major
 - B. Minor
 - C. Diminished
 - D. Augmented
- V. Musical directions
 - A. Dynamics: pianissimo to fortissimo
 - B. Tempo: largo to prestissimo
 - C. Navigation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned text related to music fundamentals.
- II. Musical scores.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Notation of various pitches, scales, rhythms, and chords.
- II. Construction of intervals, chords, and scales.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments as specified in the course syllabus.
- II. Practice problems in rhythmic, intervallic, pitch, and scale notation.
- III. Specific notation assignments on keyboards and/or computers.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Constructing major, minor, diminished, and augmented triads.
- II. Determining time signature and number of beats from rhythmic patterns.
- III. Comparing and contrasting the intervallic patterns between major and minor scales.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

SECTION II

I. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Music notation symbols
 - A. Rhythm
 - 1. Note and rest values
 - 2. Meter/time signatures
 - B. Pitches
 - 1. Treble clef
 - 2. Bass clef
 - 3. Notes on piano keyboard
 - 4. Ledger lines
 - 5. Whole steps and half steps
- II. Scales
 - A. Major
 - B. Minor
 - 1. Natural
 - 2. Harmonic
 - 3. Melodic
 - C. Chromatic
 - D. Key signatures
- III. Intervals
 - A. Melodic
 - B. Harmonic
- IV. Triads
 - A. Major
 - B. Minor
 - C. Diminished
 - D. Augmented
- V. Musical directions
 - A. Dynamics: pianissimo to fortissimo
 - B. Tempo: largo to prestissimo
 - C. Navigation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned text related to music fundamentals.
- II. Musical scores.

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Writing assignments are required and may include, but are not limited to, the following:

- I. Notation of various pitches, scales, rhythms, and chords.
- II. Construction of intervals, chords, and scales.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments as specified in the course syllabus.
- II. Practice problems in rhythmic, intervallic, pitch, and scale notation.
- III. Specific notation assignments on keyboards and/or computers.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Constructing major, minor, diminished, and augmented triads.
- II. Determining time signature and number of beats from rhythmic patterns.
- III. Comparing and contrasting the intervallic patterns between major and minor scales.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Quizzes and examinations.
- II. Exercises and drills.
- III. In-class presentations.
- IV. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Computer Assisted Instruction
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Demonstration.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Duckworth, William. A Creative Approach to Music Fundamentals, 11th ed. Schirmer, 2013, ISBN: 9780840029980
2. Piper, Jane with Elizabeth West Marvin & Joel Phillips. Basic Musicianship: The Musicianâ€™s Guide to Fundamentals, 3rd ed. W.W. Norton, 2018, ISBN: 9780393639162
3. Takesue, Sumy. Music Fundamentals: A Balanced Approach, 3rd ed. Routledge, 2017, ISBN: 9781138654419

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Music manuscript paper, pencils and erasers.

ORIGINATOR: Dr. N. Scott Robinson

CO-CONTRIBUTOR(S)

DATE: 09/12/2021

Status: Active

Date Printed: 11/7/2022

- I. Quizzes and examinations.
- II. Exercises and drills.
- III. In-class presentations.
- IV. Class participation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Computer Assisted Instruction
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * A. Demonstration.

4. REQUIRED TEXTS AND SUPPLIES:

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2. Piper, Jane with Elizabeth West Marvin & Joel Phillips. Basic Musicianship: The Musicianâ€™s Guide to Fundamentals, 3rd ed. W.W. Norton, 2018, ISBN: 9780393639162
3. Takesue, Sumy. Music Fundamentals: A Balanced Approach, 3rd ed. Routledge, 2017, ISBN: 9781138654419

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Music manuscript paper, pencils and erasers.

ORIGINATOR: Dr. N. Scott Robinson

ORIGINATION DATE: 09/12/2021

PROPOSAL ORIGINATOR: Dr. N. Scott Robinson

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/25/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Music
- II. Course Number:** 150A
- III. Course Title:** Basic Musicianship
- IV. Disciplines (Instructor Minimum Qualifications):** Music
- V.**
- VI. Family:** NONE
- VII. Current Short Title:** Basic Musicianship
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 09/12/2021
- XIII. Proposed Start Semester:** Fall 2022
- XIV. Field Trip:** May be required
- XV. Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. Current Short Description:** Study and practice of musical literacy.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: ENGL 047A with a grade of "C" or better, or equivalent. or Milestone R50/W50
or Advisory: ENGL 048 with a grade of "C" or better, or equivalent. or Milestone R50
& Advisory: ENGL 049 with a grade of "C" or better, or equivalent. or Milestone W50
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:** Texts are latest editions as of 9/13/21.

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six yr review including: 1) revise Mesa DE from Full to Emergency Only, and 2) review texts for currency. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement 3. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

UC Transfer Course:
Yes

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Music
- II. Course Number:** 150A
- III. Course Title:** Basic Musicianship
- IV. Disciplines (Instructor Minimum Qualifications):** Music
- V.**
- VI. Family:** NONE
- VII. Current Short Title:** Basic Musicianship
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 09/25/2022
- XIII. Proposed Start Semester:** Fall 2024
- XIV. Field Trip:** May be required
- XV. Grading Option:** Letter Grade or Pass/No Pass Option
- XVI. Current Short Description:** Study and practice of musical literacy.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:** NONE
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:** Texts are latest editions/classics - 9/2022.

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six year review including: 1) removal of ENGL advisories, and 2) review of texts to verify currency. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement 3. Major Requirement - Certificate of Performance
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

UC Transfer Course:
Yes

REQUISITES ANALYSIS

Able to read and write at college pre-transfer level

- I. Course: ENGL 047A Apply critical reading strategies, such as annotations, summaries, paraphrasing and notetaking to understand and explain texts.
- II. Course: ENGL 048 Read and comprehend college-level materials from a variety of disciplines.
- III. Course: ENGL 049 Read and analyze expository prose as a basis for writing, class discussion, and reading skill enhancement.
- IV. Course: ENGL 048 Analyze and critically evaluate college-level reading materials, both orally and in writing.
- V. Course: ENGL 047A Identify an author's point of view and main arguments.
- VI. Course: ENGL 049 Use appropriate strategies from the writing process including pre-writing, composing, revising, and editing techniques, considering audience and purpose.
- VII. Course: ENGL 049 Plan, write, and revise essays and other assignments comprising a total of 4,000-5,000 graded words in compositions that are unified, developed, purposeful, and appropriate in tone for the intended audience.
- VIII. Course: ENGL 048 Use specific reading strategies, including pre-reading, reading with questions, summarizing, and notetaking, to facilitate comprehension and critical reading of difficult texts in a variety of disciplines.
- IX. Course: ENGL 047A Analyze an author's support for his/her argument by developing questions and making connections with other texts and one's own experiences.
- X. Course: ENGL 048 Utilize a variety of vocabulary learning strategies, particularly content-specific vocabulary.
- XI. Course: ENGL 047A Formulate an argument and/or point of view related to a text through group discussion and freewriting.
- XII. Course: ENGL 049 Produce in-class essays that demonstrate organizing, composing, revising, editing, and time-management skills.
- XIII. Course: ENGL 048 Write thoughtfully and accurately about class readings using appropriate grammatical structures to convey understanding of the readings, analyze texts, and show relationships among parts of texts.
- XIV. Course: ENGL 049 Apply an intermediate knowledge of appropriate mechanical and grammatical structures to support essay development and successful expression of meaning.
- XV. Course: ENGL 047A Construct a clear, structured argument for an intended audience.
- XVI. Course: ENGL 048 Prepare a response paper incorporating a variety of sources.
- XVII. Course: ENGL 049 Apply critical thinking skills to reading, writing, and class discussion on academic as well as personal topics.
- XVIII. Course: ENGL 047A Compose a structured, analytical academic essay based on one or more main points.
- XIX. Course: ENGL 048 Demonstrate critical thinking skills in the process of reading and writing as well as in class discussion.
- XX. Course: ENGL 047A Formulate questions related to one's own writing as well as the writing of one's peers.
- XXI. Course: ENGL 048 Select the appropriate study skills, comprehension strategies, and work habits necessary for success in further academic and workplace environments.
- XXII. Course: ENGL 047A Assess and incorporate peer review feedback to revise writing.
- XXIII. Course: ENGL 047A Use library and Internet resources to research and develop supporting documentation for basic academic essays.
- XXIV. Course: ENGL 047A Use Modern Language Association (MLA) style to format an essay.

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. Online-Emergency Only

III. Other Distance Education Methods: None.

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements

At least once a week

Participant/s: Faculty to Student/s

2. Discussion Board

At least weekly

Participant/s: Faculty to Student/s , Among Students

3. Group Meetings

Students may be required to meet on campus up to three times per semester

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. Online-Emergency Only

III. Other Distance Education Methods: None.

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements

At least once a week

Participant/s: Faculty to Student/s

2. Discussion Board

At least weekly

Participant/s: Faculty to Student/s , Among Students

3. Group Meetings

Students may be required to meet on campus up to three times per semester

Participant/s: Faculty to Student/s , Among Students

4. Individual Meetings

On campus or online, as needed

Participant/s: Faculty to Student/s

5. Telephone Contact

As needed

Participant/s: Faculty to Student/s , Among Students

V. List of Techniques: Online instruction includes regular student-to-student and instructor-to-student communication. General announcement about the topic at hand are posted once/week. Upcoming tests are announced at least twice prior to each test. These announcements are emailed directly to students as well as posted on the course website.

VI. How to Evaluate Students for Achieved Outcomes: Online testing: writing assignments, multiple choice, skill tests (java based) in note naming, rhythms, scales, intervals, chords, roman numeral analysis of chords, and key signatures

VII. Additional Resources/Materials/Information: Students with learning disabilities can take unlimited time for tests and can use reference materials at their places of residence as they are testing. Students can take breaks during testing which relieves the pressures and anxiety of testing. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. MIRAMAR

X. Distance Education Methods of Instruction: 1. Fully Online

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Announcements

weekly

2. Collaborative Web Documents

as assigned

3. Conferencing

as assigned

4. Discussion Board

at least three times during the term with the instructor and with other students

5. Email/Message System

as needed

6. Group Meetings

as assigned

7. Individual Meetings

as needed

8. Individualized Assignment Feedback

as assigned

9. Synchronous or Asynchronous Video

as assigned

10. Telephone Contact

as needed

XIII. List of Techniques: Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also

Participant/s: Faculty to Student/s , Among Students

4. Individual Meetings
On campus or online, as needed

Participant/s: Faculty to Student/s

5. Telephone Contact
As needed

Participant/s: Faculty to Student/s , Among Students

- V. **List of Techniques:** General announcement about the topic at hand are posted once/week. Upcoming tests are announced at least twice prior to each test. These announcements are emailed directly to students as well as posted on the course website.

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- VII. **Additional Resources/Materials/Information:** Students with learning disabilities can take unlimited time for tests and can use reference materials at their places of residence as they are testing. Students can take breaks during testing which relieves the pressures and anxiety of testing. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

- VIII. **Audio Visual Library Materials:** NO

X. MIRAMAR

- X. **Distance Education Methods of Instruction:** 1. Fully Online

- XI. **Other Distance Education Methods:**

- XII. **Type and frequency of contact may include, but is not limited to:**

1. Announcements
weekly
2. Collaborative Web Documents
as assigned
3. Conferencing
as assigned
4. Discussion Board
at least three times during the term with the instructor and with other students
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- XIII. **List of Techniques:** Students interact with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

- XIV. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

- XV. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

- XVI. **Audio Visual Library Materials:** NO

XVII. CITY

- XVIII. **Distance Education Methods of Instruction:** 1. Fully Online

- XIX. **Other Distance Education Methods:**

- XX. **Type and frequency of contact may include, but is not limited to:**

1. Announcements
weekly
2. Collaborative Web Documents

demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

- XIV. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

- XV. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus-based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

- XVI. **Audio Visual Library Materials:** NO

XVII. CITY

- XVIII. **Distance Education Methods of Instruction:** 1. Fully Online

- XIX. **Other Distance Education Methods:**

- XX. **Type and frequency of contact may include, but is not limited to:**

1. Announcements
weekly
2. Collaborative Web Documents
as assigned
3. Conferencing
as assigned
4. Discussion Board
at least three times during the term
5. Email/Message System
as needed
6. Field Trips
as assigned
7. Group Meetings
as assigned
8. Individual Meetings
as needed
9. Individualized Assignment Feedback
as assigned
10. Synchronous or Asynchronous Video
as assigned
11. Telephone Contact
as needed

- XXI. **List of Techniques:** Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.

- XXII. **How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.

- XXIII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

- XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- The ability to read music on both staves, which includes notes, rhythms and accidentals.
- Identify and notate music notation symbols for rhythm and pitch.

MESA

- Students will develop an understanding of basic musical definitions, terminology, and the language of music for effective communication about music.

- as assigned
- 3. Conferencing
 - as assigned
- 4. Discussion Board
 - at least three times during the term
- 5. Email/Message System
 - as needed
- 6. Field Trips
 - as assigned
- 7. Group Meetings
 - as assigned
- 8. Individual Meetings
 - as needed
- 9. Individualized Assignment Feedback
 - as assigned
- 10. Synchronous or Asynchronous Video
 - as assigned
- 11. Telephone Contact
 - as needed

- XXI. List of Techniques:** Students engage in regular and effective interaction with each other and the instructor in ways that mirror the traditional classroom; only the delivery system is altered. These methods include one-on-one communication with the instructor and with other students via e-mail, the announcement system, the discussion board, or other tools. Students also demonstrate an understanding and integration of course concepts via research assignments, problem sets, group projects, asynchronous class discussion, and/or other assignments.
- XXII. How to Evaluate Students for Achieved Outcomes:** Multiple measures are used to assess student learning objectives. These include performance on objective examinations administered via the assessment tool, writing assignments, and/or group or individual projects posted to the discussion board or other online collaboration tool.
- XXIII. Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XXIV. Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- The ability to read music on both staves, which includes notes, rhythms and accidentals.
- Identify and notate music notation symbols for rhythm and pitch.

MESA

- Students will develop an understanding of basic musical definitions, terminology, and the language of music for effective communication about music.
- Students will develop critical thinking skills in analysis of a simple musical notation in a basic musical score.

MIRAMAR

- Recognize, use, and analyze the elements of musical notation

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

- I. Codes:**
California Classification: (Y Credit Course)
TOP Code: 1004.00 Music
SAM Code: E - Non Occupational
Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).
Funding Agency Category (CB23): Not Applicable (funding not used to develop course)
Course Program Status (CB24): Program-applicable

Students will develop critical thinking skills in analysis of a simple musical notation in a basic musical score.

MIRAMAR

- Recognize, use, and analyze the elements of musical notation

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

- I. Codes:**
California Classification: (Y Credit Course)
TOP Code: 1004.00 Music
SAM Code: E - Non Occupational
Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).
Funding Agency Category (CB23): Not Applicable (funding not used to develop course)
Course Program Status (CB24): Program-applicable
Course Gen Education Status (CB25): Y = Not applicable
Course Support Course Status (CB26): N = Course is not a support course
Major Restriction Code: NONE
- II. Lect Units:** 3.00
Total Units: 3
Lecture Hours Min: 48.00 **Max:** 54.00
Lab Hours Min: 0.00 **Max:** 0.00
Other Hours Min: 0.00 **Max:** 0.00
Total Contact Hours Min: 48.00 **Max:** 54.00
Outside-of-Class Hours Min: 96.00 **Max:** 108.00
Total Student Learning Hours Min: 144.00 **Max:** 162.00
FTEF Lecture Min: 0.2000 **Max:**
FTEF Lab Min: 0.0000 **Max:**
FTEF Total Min: 0.2000 **Max:**
- III. Last Time Pre/Co Requisite Update:**
IV. Last Outline Revision Date: 12/09/2021
V. CIC Approval:
VI. BOT Approval:
VII. State Approval:
VIII. Revised State Approval:
IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

Course Gen Education Status (CB25): Y = Not applicable
Course Support Course Status (CB26): N = Course is not a support course
Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 09/12/2021

IV. Last Outline Revision Date: 12/09/2021

V. CIC Approval: 12/09/2021

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2022

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Nutrition 150**COURSE TITLE:**

Nutrition

Units:

3

Grade Only

CATALOG COURSE DESCRIPTION:

This course is a study of the scientific concepts of nutrition relating to the functioning of nutrients within the human body. Emphasis is placed on nutritional needs throughout the life cycle, food source of nutrients, and current nutritional issues. Students utilize computer technology to analyze dietary intake and evaluate nutritional status. Included is a personal dietary analysis indicating nutritional issues. Students operated computer assisted program available. This course is intended for students majoring in nutrition and all students interested in the science of nutrition.

REQUISITES:**Advisory:**

ENGL 101 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:

May be required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU CSU General Education UC Transfer Course List

CID:

NUTR 110

TOTAL LECTURE HOURS:

48 - 54

TOTAL LAB HOURS:**TOTAL CONTACT HOURS:**

48 - 54

OUTSIDE-OF-CLASS HOURS:

96 - 108

TOTAL STUDENT LEARNING HOURS:

144 - 162

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Define the fundamentals of the science of nutrition.
2. Recognize foods that are excellent sources of specific nutrients required for optimal health.
3. Explain key terminology related to the biological systems of digestion, absorption and transport.
4. Define the functions and good food sources of the following nutrients: carbohydrates, lipids, protein, vitamins, water and minerals.
5. Illustrate the pathways of energy metabolism.
6. Discuss the importance of physical fitness in relation to health.
7. Utilize principles of the scientific method of investigation in evaluating nutritional claims made by media.
8. Identify the variation in nutritive needs throughout the life cycle.
9. Explain the relationships between diet and health.
10. Evaluate own dietary habits based on the nutritional information presented in class.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. An Overview of Nutrition
 - A. Introduction of six classes of nutrients
 - B. Energy-yielding nutrients
 - C. Vitamins
 - D. Minerals
 - E. Water
- II. Science of Nutrition
 - A. Scientific inquiry
 - B. Nutrition research
 - C. Research validity
 - D. Recommended nutrient intakes
 - E. Nutrigenomics
- III. Nutritional Assessment
- IV. Planning a Healthy Diet
 - A. Principle
 - B. Dietary Guidelines
 - C. Food Guide Pyramid
 - D. Exchange lists
 - E. Food labels
- V. Digestion
 - A. Anatomy of digestive tract
 - B. Muscular action
 - C. Secretions
 - D. Microbiome
- VI. Absorption
- VII. Circulatory System
 - A. Vascular
 - B. Lymphatic
- VIII. Regulation of Digestion and Absorption
 - A. Endocrine system
 - B. Nervous system
- IX. Carbohydrates
 - A. Simple carbohydrates
 - B. Complex carbohydrates
 - C. Digestion, absorption, and transport
 - D. Health effects
 - E. Recommended intake
 - F. Alternatives to sugar

- X. Lipids
 - A. Triglycerides and fatty acids
 - B. Fats in foods
 - C. Phospholipids and sterols
 - D. Digestion, absorption and transport
 - E. Health effects
 - F. Recommended intake
- XI. Protein
 - A. Amino acids
 - B. Digestion, absorption, and transport
 - C. Functions
 - D. Protein quality
 - E. Health effects
 - F. Recommended intake
 - G. Vegetarianism
- XII. Energy metabolism
 - A. Anabolism
 - B. Catabolism
 - C. Chemical pathways
 - D. Fasting
 - E. Feasting
- XIII. Energy Balance
 - A. KCAL in foods
 - B. Energy expenditure
- XIV. Body Composition
- XV. Weight Control
- XVI. Water soluble vitamins
 - A. Overview
 - B. Thiamin
 - C. Riboflavin
 - D. Niacin
 - E. Biotin
 - F. Pantothenic acid
 - G. B-6
 - H. Folate
 - I. B-12
 - J. Vitamin C
 - K. Interactions, toxicities, and deficiencies
 - L. Food sources
- XVII. Fat soluble vitamins
 - A. A
 - B. D
 - C. E
 - D. K
 - E. Toxicities and deficiencies
 - F. Food sources
- XVIII. Water
 - A. Function
 - B. Fluid and electrolyte balance
 - C. Recommended intake
- XIX. Minerals
 - A. Sodium
 - B. Potassium
 - C. Chloride
 - D. Calcium
 - E. Phosphorus
 - F. Magnesium
 - G. Sulfur
 - H. Iron
 - I. Zinc

- J. Iodine
 - K. Copper
 - L. Selenium
 - M. Manganese
 - N. Fluoride
 - O. Chromium
 - P. Molybdenum
 - Q. Food sources
 - R. Toxicities and deficiencies
- XX. Fitness
 - A. Definition
 - B. Benefits
 - C. Components
- XXI. Physical Activity
 - A. Energy systems
 - B. Vitamins, minerals, and fluid requirements
- XXII. Life Cycle Nutrition
 - A. Pregnancy
 - B. Lactation
 - C. Infancy
 - D. Childhood
 - E. Adolescence
 - F. Adulthood
 - G. Older adults
- XXIII. Diet and health
 - A. Heart disease and stroke
 - B. Cancer
 - C. Diabetes
- XXIV. Consumer concerns
 - A. Food-borne illnesses
 - B. Environmental contaminants
 - C. food additives
 - D. Federal Drug Administration
 - E. Legislation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook related to nutrition.
- II. Professional Journals, such as:
 - A. Journal of the Academy of Nutrition and Dietetics
 - B. Journal of the American Medical Association
 - C. Journal of the Society for Nutrition Education
- III. Food and nutrition pages of newspaper or magazines.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Nutrition analysis reports.
- II. Self evaluation of dietary habits.
- III. Short essay on the relationship between nutrition and health.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Comparison of nutrition labels.
- II. Library and/or electronic research related to nutrition and health.
- III. Review of current nutrition periodicals.
- IV. Attendance and/or participation in conferences and lectures related to nutrition, health or fitness.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analysis of personal food records.
- II. Review and critique of current periodicals.
- III. Evaluation of validity of nutritional claims.
- IV. Assessment of dietary habits and identification of potential health risk factors.
- V. Comparison of the uses of various diet planning guides.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective tests, which evaluate a student's knowledge of the scientific principles of nutrition.
- II. Written assignments of nutritional analysis.
- III. Class participation including oral discussion and/or presentation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * Guest speakers

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

- 1. Blake, J. Nutrition: From Science to You, 4th ed. Pearson, 2019, ISBN: 9780135214237
- 2. Grosvenor M and Smolin, L. Visualizing Nutrition: Everyday Choices, 5th ed. Wiley, 2021, ISBN: 9781119592976
- 3. Whitney, E. and S. Rolfes. Understanding Nutrition, 16th ed. Cengage, 2022, ISBN: 9780357447512

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Curricunet Version 2

ORIGINATION DATE: 08/26/2015

PROPOSAL ORIGINATOR: Christine DuPraw

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/21/2022

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: NUTR 150
Nutrition

ACTIVE/APPROVED COURSES IMPACTED:

NUTR 150 Nutrition (29338)

Prerequisite

NUTR 155 (Active)

DISTRICT GENERAL EDUCATION:

B1 Natural Sciences - Life Sciences

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

(**Mesa**)

Culinary Arts/Culinary Management *Active*;
Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Culinary Arts/Culinary Management *Pending*;
Associate of Science Degree

Courses Required for the Major:

(**Miramar**)

Exercise and Nutritional Sciences *Active*;
Associate of Science Degree

Select at least one course and the remainder of units needed to meet the minimum of 18
from the following:

(**Miramar**)

Exercise and Nutritional Sciences *Pending*;
Associate of Science Degree

Select at least one course and the remainder of units needed to meet the minimum of 18
from the following:

(**Miramar**)

Exercise and Nutritional Sciences *Active*;
Associate of Science Degree

Select at least two courses from the following:

(**Miramar**)

Exercise and Nutritional Sciences *Pending*;
Associate of Science Degree

Select at least two courses from the following:

(**Miramar**)

Human Development Studies *Active*;
Associate of Arts Degree

Select at least 12 units from the following:

(**Miramar**)

Kinesiology *Active*;
Associate in Arts for Transfer Degree

Recommended Electives

(**Mesa**)

Liberal Arts & Sciences: Science Studies-Kinesiology & Nutrition *Active*;
Associate of Arts Degree

Select a minimum of 6 units:

(**Mesa**)

Nutrition *Active*;
Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Nutrition *Active*;
Certificate of Achievement

Courses Required for the Major:

(**City**)

Nutrition and Community Wellness *Pending*;
Certificate of Achievement

Major Courses

(**Miramar**)

Nutrition and Dietetics *Active*;
Associate in Science for Transfer Degree

Major Courses

(**Mesa**)

Nutrition and Dietetics *Active*;
Associate in Science for Transfer Degree

Major Courses

(**Miramar**)

Nutrition and Dietetics *Approved*;
Associate in Science for Transfer Degree

Major Courses

(**Mesa**)

Nutrition and Fitness *Active*;

Associate of Science Degree

Courses Required for the Major:

(**Mesa**)

Nutrition and Fitness *Active*;

Certificate of Achievement

Courses Required for the Major:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Nutrition
- II. **Course Number:** 150
- III. **Course Title:** Nutrition
- IV. **Disciplines (Instructor Minimum Qualifications):** Nutritional Science/Dietetics
- V.
- VI. **Family:**
- VII. **Current Short Title:** Nutrition
- VIII. **Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. **Originating Campus:** MESA
- X. **Action Proposed:** Course Revision (May Include Activation)
- XI. **Distance Education Proposed At:**
- XII. **Proposal Originating Date:** 09/21/2022
- XIII. **Proposed Start Semester:** Fall 2023
- XIV. **Field Trip:** May be required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** Concepts of nutrition based on the functioning of nutrients within the body.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 1 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:**
- VII. **Additional Textbook Information:** Texts are most current editions as of 9-2022.

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Six yr review including: 1) add in GE - IGETC Area 5B and CSU GE Area B2, 2) DE change from Online Course to Fully Online and updates to verbiage, 3) minor updates to Topics and Assignments, and 4) review & update of texts for currency. (Course revision is for six year review.)
- II. **How Does The Course Fit The College Mission?** 1. Transfer
- III. **Current Transfer Options:** 1. CSU General Education 2. UC Transfer Course List
- IV. **Proposed College/District Purpose:** 1. District general education 2. Major Requirement - Associate Degree 3. Major Requirement - Certificate of Achievement
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

CSU General Education:

E Area E. Lifelong Learning and Self-Development
B2 Area B. Scientific Inquiry and Quantitative Reasoning - Life Science

District General Education:

B1 Natural Sciences - Life Sciences

IGETC:

Area 5. Physical and Biological Sciences - 5B: Biological Science

UC Transfer Course:

Yes

REQUISITES ANALYSIS**Read and write at the college level**

- I. Course: ENGL 101 Read, analyze, discuss, and evaluate a variety of texts.**
- II. Course: ENGL 101 Identify arguments, patterns, and strategies in a variety of texts.**
- III. Course: ENGL 101 Write, revise, and edit a total of at least 6,000 graded words.**
- IV. Course: ENGL 101 Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing.**
- V. Course: ENGL 101 Select a variety of research strategies using appropriate documentation.**
- VI. Course: ENGL 101 Apply critical thinking in reading, writing, and class discussion.**

SECTION III**COURSE DISTANCE EDUCATION INFORMATION**

- I. MESA**
- II. Distance Education Methods of Instruction:** 1. Fully Online
- III. Other Distance Education Methods:** Instructor may schedule on campus meetings and/or orientation session.
- IV. Type and frequency of contact may include, but is not limited to:**
 - 1. Announcements
As needed
Participant/s: Faculty to Student/s
 - 2. Discussion Board
Weekly
Participant/s: Faculty to Student/s , Among Students
 - 3. Email/Message System
As needed
Participant/s: Faculty to Student/s , Among Students
 - 4. Field Trips
May be required
Participant/s: Faculty to Student/s , Among Students
 - 5. Group Meetings
Students may be required to meet on campus once or twice a semester.
Participant/s: Faculty to Student/s , Among Students
 - 6. Telephone Contact
As needed
Participant/s: Faculty to Student/s , Among Students
 - 7. Threaded Conferencing
Once or twice a week.
- V. List of Techniques:** Online instruction includes regular student-to-student and instructor-to-student communication. Announcements from the instructor to the students will be used as needed. Timed online quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.
- VI. How to Evaluate Students for Achieved Outcomes:** Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.
- VII. Additional Resources/Materials/Information:** SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. **Audio Visual Library Materials:** NO

IX. **MIRAMAR**

X. **Distance Education Methods of Instruction:** 1. On-line course

XI. **Other Distance Education Methods:**

XII. **Type and frequency of contact may include, but is not limited to:**

1. Chat Rooms

Once or twice a week

2. E-mail

As needed

3. Group Meetings

May be required

4. Telephone Contact

As needed

XIII. **List of Techniques:** Timed On-line quizzes and tests. Class participation through chats and threaded discussions.

Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XIV. **How to Evaluate Students for Achieved Outcomes:** Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XV. **Additional Resources/Materials/Information:** Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Vista Blackboard Learning systems provides the necessary options for such accommodations. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. **Audio Visual Library Materials:** NO

XVII. **CITY**

XVIII. **Distance Education Methods of Instruction:** 1. On-line course

XIX. **Other Distance Education Methods:** Instructor may schedule on campus meetings and/or orientation session.

XX. **Type and frequency of contact may include, but is not limited to:**

1. Chat Rooms

Twice a month

2. E-mail

At least once a week

3. Field Trips

May be required

4. Individual Meetings

May be required on/off campus

5. Review Sessions

Weekly

6. Threaded Conferencing

Once a week

XXI. **List of Techniques:** Timed On-line quizzes and tests. Class participation through chats and threaded discussions.

Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XXII. **How to Evaluate Students for Achieved Outcomes:** Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XXIII. **Additional Resources/Materials/Information:** Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Upon completion of the course the student will be able to demonstrate improvement in understanding of nutritional needs.

MESA

- Students will be able to use computers to research, compile and analyze data for personal health.
- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation and storage to reduce food-borne illnesses.
- Apply core critical thinking skills of analysis, interpretation, evaluation and explanation in the development of nutritional and health plans.

MIRAMAR

- Students will be able to utilize computer software to analyze macronutrient and micronutrient content of dietary intake.
- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation and storage to reduce foodborne illnesses.
- Students will be able to evaluate their eating habits based on principles learned in class.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1306.00 Nutrition, Foods, and Culinary Arts

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 09/21/2022

IV. Last Outline Revision Date: 02/25/2016

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

NUTR 150

Previous Report

CIC Approval: 02/25/2016
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM: Spring 2017

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Nutrition 150

COURSE TITLE:
Nutrition

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

This course is a study of the scientific concepts of nutrition relating to the functioning of nutrients within the human body. Emphasis is placed on nutritional needs throughout the life cycle, food source of nutrients, and current nutritional issues. Students utilize computer technology to analyze dietary intake and evaluate nutritional status. Included is a personal dietary analysis indicating nutritional issues. Students operated computer assisted program available. This course is intended for students majoring in nutrition and all students interested in the science of nutrition.

REQUISITES:

Advisory:
ENGL 101 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU CSU General Education UC Transfer Course List

CID:
NUTR 110

TOTAL LECTURE HOURS:
48 - 54

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
48 - 54

OUTSIDE-OF-CLASS HOURS:
96 - 108

TOTAL STUDENT LEARNING HOURS:
144 - 162

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Define the fundamentals of the science of nutrition.
2. Recognize foods that are excellent sources of specific nutrients required for optimal health.
3. Explain key terminology related to the biological systems of digestion, absorption and transport.
4. Define the functions and good food sources of the following nutrients: carbohydrates, lipids, protein, vitamins, water and minerals.
5. Illustrate the pathways of energy metabolism.

Current Report

NUTR 150

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Nutrition 150

COURSE TITLE:
Nutrition

Units:
3
Grade Only

CATALOG COURSE DESCRIPTION:

This course is a study of the scientific concepts of nutrition relating to the functioning of nutrients within the human body. Emphasis is placed on nutritional needs throughout the life cycle, food source of nutrients, and current nutritional issues. Students utilize computer technology to analyze dietary intake and evaluate nutritional status. Included is a personal dietary analysis indicating nutritional issues. Students operated computer assisted program available. This course is intended for students majoring in nutrition and all students interested in the science of nutrition.

REQUISITES:

Advisory:
ENGL 101 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS:
May be required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU CSU General Education UC Transfer Course List

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Upon successful completion of the course the student will be able to:

1. Define the fundamentals of the science of nutrition.
2. Recognize foods that are excellent sources of specific nutrients required for optimal health.
3. Explain key terminology related to the biological systems of digestion, absorption and transport.
4. Define the functions and good food sources of the following nutrients: carbohydrates, lipids, protein, vitamins, water and minerals.
5. Illustrate the pathways of energy metabolism.
6. Discuss the importance of physical fitness in relation to health.
7. Utilize principles of the scientific method of investigation in evaluating nutritional claims made by media.

6. Discuss the importance of physical fitness in relation to health.
7. Utilize principles of the scientific method of investigation in evaluating nutritional claims made by media.
8. Identify the variation in nutritive needs throughout the life cycle.
9. Explain the relationships between diet and health.
10. Evaluate own dietary habits based on the nutritional information presented in class.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. An overview of nutrition
 - A. Introduction of six classes of nutrients
 - B. Energy-yielding nutrients
 - C. Vitamins
 - D. Minerals
 - E. Water
- II. Science of Nutrition
 - A. Nutrition research
 - B. Research validity
 - C. Recommended Nutrient Intakes
- III. Nutritional Assessment
- IV. Planning a health diet
 - A. Principle
 - B. Dietary Guidelines
 - C. Food Guide Pyramid
 - D. Exchange lists
 - E. Food labels
- V. Digestion
 - A. Anatomy of Digestive tract
 - B. Muscular action
 - C. Secretions
- VI. Absorption
- VII. Circulatory System
 - A. Vascular
 - B. Lymphatic
- VIII. Regulation of digestion and absorption
 - A. Endocrine system
 - B. Nervous system
- IX. Carbohydrates
 - A. Simple carbohydrates
 - B. Complex carbohydrates
 - C. Digestion absorption and transport
 - D. Health effects
 - E. Recommended intake
- X. Alternatives to sugar
 - A. Lipids
 - B. Triglycerides and fatty acids
 - C. Fats in foods
 - D. Phospholipids and Sterols
 - E. Digestion absorption and transport
 - F. Health effects
 - G. Recommended intake
- XI. Protein
 - A. Amino acids
 - B. Digestion absorption and transport
 - C. Functions
 - D. Protein Quality
 - E. Health effects
 - F. Recommended intake
 - G. Vegetarianism
- XII. Energy metabolism
 - A. Anabolism
 - B. Catabolism
 - C. Chemical Pathways
 - D. fasting
 - E. Feasting
- XIII. Energy Balance

8. Identify the variation in nutritive needs throughout the life cycle.
9. Explain the relationships between diet and health.
10. Evaluate own dietary habits based on the nutritional information presented in class.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

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- I. An Overview of Nutrition
 - A. Introduction of six classes of nutrients
 - B. Energy-yielding nutrients
 - C. Vitamins
 - D. Minerals
 - E. Water
- II. Science of Nutrition
 - A. Scientific inquiry
 - B. Nutrition research
 - C. Research validity
 - D. Recommended nutrient intakes
 - E. Nutrigenomics
- III. Nutritional Assessment
- IV. Planning a Healthy Diet
 - A. Principle
 - B. Dietary Guidelines
 - C. Food Guide Pyramid
 - D. Exchange lists
 - E. Food labels
- V. Digestion
 - A. Anatomy of digestive tract
 - B. Muscular action
 - C. Secretions
 - D. Microbiome
- VI. Absorption
- VII. Circulatory System
 - A. Vascular
 - B. Lymphatic
- VIII. Regulation of Digestion and Absorption
 - A. Endocrine system
 - B. Nervous system
- IX. Carbohydrates
 - A. Simple carbohydrates
 - B. Complex carbohydrates
 - C. Digestion absorption and transport
 - D. Health effects
 - E. Recommended intake
 - F. Alternatives to sugar
- X. Lipids
 - A. Triglycerides and fatty acids
 - B. Fats in foods
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 - F. Recommended intake
- XI. Protein
 - A. Amino acids
 - B. Digestion absorption and transport
 - C. Functions
 - D. Protein quality
 - E. Health effects
 - F. Recommended intake
 - G. Vegetarianism
- XII. Energy metabolism
 - A. Anabolism
 - B. Catabolism
 - C. Chemical pathways
 - D. Fasting
 - E. Feasting

- A. KCAL in foods
 - B. Energy expenditure
- XIV. Body Composition
- XV. Weight Control
- XVI. Water soluble vitamins
 - A. Overview
 - B. Thiamin
 - C. Riboflavin
 - D. Niacin
 - E. Biotin
 - F. Pantothenic Acid
 - G. B-6
 - H. Folate
 - I. B-12
 - J. Vitamin C
 - K. Interactions toxicities and deficiencies
 - L. Food Sources
- XVII. Fat soluble vitamins
 - A. A
 - B. D
 - C. E
 - D. K
 - E. Toxicities and deficiencies
 - F. Food sources
- XVIII. Water
 - A. Function
 - B. Fluid and electrolyte balance
 - C. Recommended intake
- XIX. Minerals
 - A. Sodium
 - B. Potassium
 - C. Chloride
 - D. Calcium
 - E. Phosphorus
 - F. Magnesium
 - G. Sulfur
 - H. Iron
 - I. Zinc
 - J. Iodine
 - K. Copper
 - L. Selenium
 - M. Manganese
 - N. Fluoride
 - O. Chromium
 - P. Molybdenum
 - Q. Food sources
 - R. Toxicities and deficiencies
- XX. Fitness
 - A. Definition
 - B. Benefits
 - C. Components
- XXI. Physical Activity
 - A. Energy systems
 - B. Vitamins minerals and fluid requirements
- XXII. Life cycle nutrition
 - A. Pregnancy
 - B. Lactation
 - C. Infancy
 - D. Childhood
 - E. Adolescence
 - F. Adulthood
 - G. Older adults
- XXIII. Diet and health
 - A. Heart disease and stroke
 - B. Cancer
 - C. Diabetes
- XXIV. Consumer concerns
 - A. Food-borne illnesses
 - B. Environmental contaminants
 - C. food additives
 - D. Federal Drug Administration
 - E. Legislation

- XIII. Energy Balance
 - A. KCAL in foods
 - B. Energy expenditure
- XIV. Body Composition
- XV. Weight Control
- XVI. Water soluble vitamins
 - A. Overview
 - B. Thiamin
 - C. Riboflavin
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 - A. Heart disease and stroke
 - B. Cancer
 - C. Diabetes
- XXIV. Consumer concerns
 - A. Food-borne illnesses
 - B. Environmental contaminants
 - C. food additives
 - D. Federal Drug Administration

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Assigned textbook related to nutrition.
- II. Professional Journals, such as:
 - A. Journal of the American Dietetic Association
 - B. Journal of the American Medical Association
 - C. Journal of the Society for Nutrition Education
- III. Food and nutrition pages of newspaper or magazines.

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Nutrition analysis reports.
- II. Self evaluation of dietary habits.
- III. Short essay on the relationship between nutrition and health.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Comparison of nutrition labels.
- II. Library and/or electronic research related to nutrition and health.
- III. Review of current nutrition periodicals.
- IV. Attendance and/or participation in conferences and lectures related to nutrition, health or fitness.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analysis of personal food records.
- II. Review and critique of current periodicals.
- III. Evaluation of validity of nutritional claims.
- IV. Assessment of dietary habits and identification of potential health risk factors.
- V. Comparison of the uses of various diet planning guides.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Objective tests, which evaluate a student's knowledge of the scientific principles of nutrition.
- II. Written assignments of nutritional analysis.
- III. Class participation including oral discussion and/or presentation.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Audio-Visual
- * Collaborative Learning
- * Distance Education (Fully online)
- * Lecture
- * Lecture Discussion
- * Other (Specify)
- * Guest speakers

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Blake, J. Nutrition: From Science to You, 3rd ed. Benjamin Cummings, 2015, ISBN: 9780321995490
2. Grosvenor M and Smolin, L. Visualizing Nutrition: Everyday Choices, 2nd ed. Wiley, 2013, ISBN: 9781118435618
3. Whitney & Rolfes. Understanding Nutrition, 13th ed. Cengage, 2013, ISBN: 9781133587521

E. Legislation

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

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 - B. Journal of the American Medical Association
 - C. Journal of the Society for Nutrition Education
- III. Food and nutrition pages of newspaper or magazines.

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- * Lecture Discussion
- * Other (Specify)
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TEXTBOOKS:

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2. Grosvenor M and Smolin, L. Visualizing Nutrition: Everyday Choices, 5th ed. Wiley, 2021, ISBN: 9781119592976
3. Whitney, E. and S. Rolfes. Understanding Nutrition, 16th ed. Cengage, 2022, ISBN: 9780357447512

MANUALS:

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Curricunet Version 2

CO-CONTRIBUTOR(S)
DATE: 08/26/2015

Status: Active

Date Printed: 11/7/2022

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Curricunet Version 2

ORIGINATION DATE: 08/26/2015

PROPOSAL ORIGINATOR: Christine DuPraw

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 09/21/2022

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Nutrition
- II. Course Number:** 150
- III. Course Title:** Nutrition
- IV. Disciplines (Instructor Minimum Qualifications):** Nutritional Science/Dietetics
- V.**
- VI. Family:**
- VII. Current Short Title:** Nutrition
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:**
- XII. Proposal Originating Date:** 08/26/2015
- XIII. Proposed Start Semester:** Spring 2017
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Concepts of nutrition based on the functioning of nutrients within the body.
Proposed Short Description: Concepts of nutrition based on the functioning of nutrients within the body.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Updating of textbooks (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. CSU General Education 2. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. Major Requirement - Associate Degree 2. Major Requirement - Certificate of Achievement 3. District general education
- V. Extraordinary Cost to the College:** n/a.
- VI. Library Resource Materials:** No new resources required..

GENERAL EDUCATION ANALYSIS

CSU General Education:

E Area E. Lifelong Learning and Self-Development

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

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Curriculum Proposal Report

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- VII. Current Short Title:** Nutrition
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:**
- XII. Proposal Originating Date:** 09/21/2022
- XIII. Proposed Start Semester:** Fall 2023
- XIV. Field Trip:** May be required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Concepts of nutrition based on the functioning of nutrients within the body.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Advisory: ENGL 101 with a grade of "C" or better, or equivalent.
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 1 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:**
- VII. Additional Textbook Information:** Texts are most current editions as of 9-2022.

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six yr review including: 1) add in GE - IGETC Area 5B and CSU GE Area B2, 2) DE change from Online Course to Fully Online and updates to verbiage, 3) minor updates to Topics and Assignments, and 4) review & update of texts for currency. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer
- III. Current Transfer Options:** 1. CSU General Education 2. UC Transfer Course List
- IV. Proposed College/District Purpose:** 1. District general education 2. Major Requirement - Associate Degree 3. Major Requirement - Certificate of Achievement
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** No new resources required.

GENERAL EDUCATION ANALYSIS

CSU General Education:

E Area E. Lifelong Learning and Self-Development

B2 Area B. Scientific Inquiry and Quantitative Reasoning - Life Science

District General Education:
B1 Natural Sciences - Life Sciences

UC Transfer Course:
Yes

REQUISITES ANALYSIS

Read and write at the college level

- | | | |
|------|------------------|-------------------------------------------------------------------------------------------------------------|
| I. | Course: ENGL 101 | Read, analyze, discuss and evaluate a variety of texts. |
| II. | Course: ENGL 101 | Identify arguments, patterns, and strategies in a variety of texts. |
| III. | Course: ENGL 101 | Write, revise and edit a total at least 6,000 graded words. |
| IV. | Course: ENGL 101 | Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing. |
| V. | Course: ENGL 101 | Select a variety of research strategies using appropriate documentation. |
| VI. | Course: ENGL 101 | Apply critical thinking in reading, writing and class discussion. |

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. On-line course

District General Education:
B1 Natural Sciences - Life Sciences

IGETC:
Area 5. Physical and Biological Sciences - 5B: Biological Science

UC Transfer Course:
Yes

REQUISITES ANALYSIS

Read and write at the college level

- | | | |
|------|------------------|-------------------------------------------------------------------------------------------------------------|
| I. | Course: ENGL 101 | Read, analyze, discuss, and evaluate a variety of texts. |
| II. | Course: ENGL 101 | Identify arguments, patterns, and strategies in a variety of texts. |
| III. | Course: ENGL 101 | Write, revise, and edit a total of at least 6,000 graded words. |
| IV. | Course: ENGL 101 | Compose a variety of essays that demonstrate increasing familiarity with and expertise in academic writing. |
| V. | Course: ENGL 101 | Select a variety of research strategies using appropriate documentation. |
| VI. | Course: ENGL 101 | Apply critical thinking in reading, writing, and class discussion. |

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. Fully Online

III. Other Distance Education Methods: Instructor may schedule on campus meetings and/or orientation session.

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements
As needed
Participant/s: Faculty to Student/s
2. Discussion Board
Weekly
Participant/s: Faculty to Student/s , Among Students
3. Email/Message System
As needed
Participant/s: Faculty to Student/s , Among Students
4. Field Trips
May be required
Participant/s: Faculty to Student/s , Among Students
5. Group Meetings
Students may be required to meet on campus once or twice a semester.
Participant/s: Faculty to Student/s , Among Students
6. Telephone Contact
As needed

III. Other Distance Education Methods: Instructor may schedule on campus meetings and/or orientation session.

IV. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
Weekly.
2. E-mail
As need.
3. Field Trips
May be required.
4. Group Meetings
Students may be required to meet on campus once or twice a semester,
5. Threaded Conferencing
Once or twice a week.

V. List of Techniques: Timed On-line quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

VI. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

Participant/s: Faculty to Student/s , Among Students

7. Threaded Conferencing
Once or twice a week.

V. List of Techniques: Online instruction includes regular student-to-student and instructor-to-student communication. Announcements from the instructor to the students will be used as needed. Timed online quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

VI. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

VII. Additional Resources/Materials/Information: SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. MIRAMAR

X. Distance Education Methods of Instruction: 1. On-line course

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
Once or twice a week
2. E-mail
As needed
3. Group Meetings
May be required
4. Telephone Contact
As needed

XIII. List of Techniques: Timed On-line quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XIV. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XV. Additional Resources/Materials/Information: Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Vista Blackboard Learning systems provides the necessary options for such accommodations. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. CITY

XVIII. Distance Education Methods of Instruction: 1. On-line course

VII. Additional Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. MIRAMAR

X. Distance Education Methods of Instruction: 1. On-line course

XI. Other Distance Education Methods:

XII. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
Once or twice a week
2. E-mail
As needed
3. Group Meetings
May be required
4. Telephone Contact
As needed

XIII. List of Techniques: Timed On-line quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XIV. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XV. Additional Resources/Materials/Information: Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Vista Blackboard Learning systems provides the necessary options for such accommodations. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XIX. Other Distance Education Methods: Instructor may schedule on campus meetings and/or orientation session.

XX. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
Twice a month
2. E-mail
At least once a week
3. Field Trips
May be required
4. Individual Meetings
May be required on/off campus
5. Review Sessions
Weekly
6. Threaded Conferencing
Once a week

XXI. List of Techniques: Timed On-line quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XXII. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XXIII. Additional Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Upon completion of the course the student will be able to demonstrate improvement in understanding of nutritional needs.

MESA

- Students will be able to use computers to research, compile and analyze data for personal health.
- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation and storage to reduce food-borne illnesses.
- Apply core critical thinking skills of analysis, interpretation, evaluation and explanation in the development of nutritional and health plans.

MIRAMAR

- Students will be able to utilize computer software to analyze macronutrient and micronutrient content of dietary intake.

XVI. Audio Visual Library Materials: NO

XVII. CITY

XVIII. Distance Education Methods of Instruction: 1. On-line course

XIX. Other Distance Education Methods: Instructor may schedule on campus meetings and/or orientation session.

XX. Type and frequency of contact may include, but is not limited to:

1. Chat Rooms
Twice a month
2. E-mail
At least once a week
3. Field Trips
May be required
4. Individual Meetings
May be required on/off campus
5. Review Sessions
Weekly
6. Threaded Conferencing
Once a week

XXI. List of Techniques: Timed On-line quizzes and tests. Class participation through chats and threaded discussions. Written assignments analyzing a variety of video posts related to dietary habits and current trends in nutrition.

XXII. How to Evaluate Students for Achieved Outcomes: Performance on timed-online quizzes and tests. Performance on class participation through threaded discussions. Performance on written assignments.

XXIII. Additional Resources/Materials/Information: Provide text alternatives for any non-text content; Make it easier for users to see and hear content including separating foreground from background; Make text content readable and understandable. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

- Upon completion of the course the student will be able to demonstrate improvement in understanding of nutritional needs.

MESA

- Students will be able to use computers to research, compile and analyze data for personal health.
- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation

- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation and storage to reduce foodborne illnesses.
- Students will be able to evaluate their eating habits based on principles learned in class.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1306.00 Nutrition, Foods, and Culinary Arts

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 **Max:** 54.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 0.00 **Max:** 0.00

Total Contact Hours Min: 48.00 **Max:** 54.00

Outside-of-Class Hours Min: 96.00 **Max:** 108.00

Total Student Learning Hours Min: 144.00 **Max:** 162.00

FTEF Lecture Min: 0.2000 **Max:**

FTEF Lab Min: 0.0000 **Max:**

FTEF Total Min: 0.2000 **Max:**

III. Last Time Pre/Co Requisite Update: 09/21/2022

IV. Last Outline Revision Date: 02/25/2016

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

and storage to reduce food-borne illnesses.

- Apply core critical thinking skills of analysis, interpretation, evaluation and explanation in the development of nutritional and health plans.

MIRAMAR

- Students will be able to utilize computer software to analyze macronutrient and micronutrient content of dietary intake.
- Students will be able to apply scientific principles of food handling (sanitation and food safety) to food preparation and storage to reduce foodborne illnesses.
- Students will be able to evaluate their eating habits based on principles learned in class.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 1306.00 Nutrition, Foods, and Culinary Arts

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Lect Units: 3.00

Total Units: 3

Lecture Hours Min: 48.00 Max: 54.00

Lab Hours Min: 0.00 Max: 0.00

Other Hours Min: 0.00 Max: 0.00

Total Contact Hours Min: 48.00 Max: 54.00

Outside-of-Class Hours Min: 96.00 Max: 108.00

Total Student Learning Hours Min: 144.00 Max: 162.00

FTEF Lecture Min: 0.2000 Max:

FTEF Lab Min: 0.0000 Max:

FTEF Total Min: 0.2000 Max:

III. Last Time Pre/Co Requisite Update: 08/26/2015

IV. Last Outline Revision Date: 02/25/2016

V. CIC Approval: 02/25/2016

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date: Spring 2017

SECTION VI

CREDIT FOR PRIOR LEARNING

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Work Experience 270

COURSE TITLE:

Occupational Work Experience

Units:

1-4

Grade Only

CATALOG COURSE DESCRIPTION:

This course provides on-the-job learning experiences for students employed in a job or internship related to an occupational major. Students develop workplace competencies, critical thinking skills, and problem solving abilities through the creation and achievement of job-related behavioral learning objectives. One unit of credit may be earned for each 75 hours of paid employment and 60 hours of volunteer work. The course may be taken up to four times. However, the combined maximum credit for all Work Experience courses from all subject areas may not exceed 16 units. This course is intended for students majoring or interested in an occupational field of study.

REQUISITES:

Limitation on Enrollment:

Obtain Permission Number-Work Exp. Coordinator

FIELD TRIP REQUIREMENTS:

Not required

TRANSFER APPLICABILITY:

Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:

60 - 300

OUTSIDE-OF-CLASS HOURS:

TOTAL OTHER HOURS:

60 - 300

TOTAL STUDENT LEARNING HOURS:

60 - 300

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Demonstrate and articulate professional competencies to be successful within an occupational field through on-the-job experiences within industry.
2. Apply classroom instruction to the workplace and industry environment through the development and achievement of three job-oriented Specific, Measurable, Achievable, Relevant and Time-based (SMART) learning objectives.
3. Explore and pursue career pathways, industry expectations, professional competencies, and workforce preparation strategies through research resources, on-the-job experiences, and/or professional development activities.
4. Utilize career readiness tools to prepare for employment and be more competitive as an applicant in the workforce.
5. Complete all required paperwork accurately and on time and attend required Work Experience meetings with instructor/coordinator and supervisor.
6. Communicate all job-related expectations, issues, and requirements with instructor-coordinator and supervisor.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Orientation to Work Experience Program
- II. Review of Work Experience Handbook
- III. Development of job-related behavioral (SMART) learning objectives
- IV. Preparation of required program forms/paperwork
- V. Resolution of job-related problems
- VI. Conferences with instructor-coordinator and supervisor

B. Reading Assignments:

Reading assignments are required and may include, but are not limited to, the following:

- I. Work Experience Handbook
- II. Manuals, guides, and other readings related to the employment experience

C. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Three job-related behavioral (SMART) learning objectives that are attainable during the semester
- II. All required Work Experience forms/paperwork
- III. Written assignments required in the employment experience

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments
- II. Field assignments and projects related to the employment experience

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Developing job-related behavioral (SMART) learning objectives.
- II. Resolving job-related problems.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade.

Multiple measures may include, but are not limited to, the following:

- I. Performance and achievement of the measurable job-related behavioral (SMART) learning objectives
- II. Attendance at required Work Experience orientations or other meetings
- III. Accuracy in completing required forms/paperwork
- IV. Promptness in compliance with due dates in submission of forms/paperwork
- V. Attendance at required conferences with instructor-coordinator and supervisor.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Collaborative Learning
- * Shadowing
- * Other (Specify)
 - * A. Orientation sessions
 - * B. Conferences with instructor-coordinator and supervisor
 - * C. On-the-job training
 - * D. Written assignments, questioning, lecture/discussion, and reports.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

1. SDCCD. Cooperative Work Experience Education Student Handbook, SDCCD, 05-01-2022

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Objectives Worksheet
2. Training Agreement
3. Cooperative Work Experience Application
4. Cumulative Work Record

ORIGINATOR: Duane Short

ORIGINATION DATE: 04/09/2015

PROPOSAL ORIGINATOR: Shawn Fawcett

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 02/04/2019

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
COURSE PROPOSAL IMPACT REPORT**

COURSE TO BE PROPOSED: WORK 270
Occupational Work Experience

ACTIVE/APPROVED COURSES IMPACTED:

WORK 270 Occupational Work Experience (24413)

ACTIVE/APPROVED/PROPOSED PROGRAMS IMPACTED:

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record: Curriculum Proposal Report

SECTION I

- I. **Subject Area:** Work Experience
- II. **Course Number:** 270
- III. **Course Title:** Occupational Work Experience
- IV. **Disciplines (Instructor Minimum Qualifications):** Business or Counseling
- V.
- VI. **Family:**
- VII. **Current Short Title:** Occupational Work Experience
- VIII. **Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. **Originating Campus:** MESA
- X. **Action Proposed:** Course Revision (May Include Activation)
- XI. **Distance Education Proposed At:** Mesa , City and Miramar
- XII. **Proposal Originating Date:** 02/04/2019
- XIII. **Proposed Start Semester:** Spring 2024
- XIV. **Field Trip:** Not required
- XV. **Grading Option:** Grade Only
- XVI. **Current Short Description:** On-the-job learning experiences in an occupational field.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. **Requisites:**
Limitation on Enrollment:: Obtain Permission Number-Work Exp. Coordinator
- II. **Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. **Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. **Repeatability:** Course may be taken 4 time(s)
- V. **Course Equivalency:** No
- VI. **Additional Information:** Hours by Arrangement - One unit of credit may be earned for each 75 hours of paid employment and 60 hours of volunteer work.
- VII. **Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. **Reason for Proposed Action:** Six yr review including: 1) update to objectives and other minor edits, and 2) Method of Instruction for COR revised to reflect DE - Emergency Only to align with CR - Emergency Only at all three campuses. (Course revision is for six year review.)
- II. **How Does The Course Fit The College Mission?** 1. Economic Development 2. Transfer 3. Vocational/Occupational
- III. **Current Transfer Options:**
- IV. **Proposed College/District Purpose:** 1. Course is not included in required units for major
- V. **Extraordinary Cost to the College:** None.
- VI. **Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

- I. MESA

- II. **Distance Education Methods of Instruction:** 1. Online-Emergency Only
- III. **Other Distance Education Methods:**
- IV. **Type and frequency of contact may include, but is not limited to:**
1. Announcements
As needed
Participant/s: Faculty to Student/s
 2. Discussion Board
At least weekly
Participant/s: Faculty to Student/s , Among Students
 3. Email/Message System
As needed
Participant/s: Faculty to Student/s , Among Students
 4. Synchronous or Asynchronous Video
Frequent
Participant/s: Faculty to Student/s , Among Students
 5. Telephone Contact
As needed
Participant/s: Faculty to Student/s , Among Students
- V. **List of Techniques:** WORK 270 - When offered online, students enrolled in Work Experience will be provided virtual instructional materials for completing their student teaching activities, lesson plans, and objectives. Mentoring will be provided by the instructor via Zoom. Online assessment will be implemented as a way determining critical thinking skills and application of code of ethics in a virtual classroom. Students will attend Zoom meetings with instructor and complete required paperwork. Online instruction includes regular student-to-student and instructor-to-student communication. Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.
- VI. **How to Evaluate Students for Achieved Outcomes:** The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.
- VII. **Additional Resources/Materials/Information:** SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- VIII. **Audio Visual Library Materials:** NO
- IX. **CITY**
- X. **Distance Education Methods of Instruction:** 1. Online-Emergency Only
- XI. **Other Distance Education Methods:** A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.
- XII. **Type and frequency of contact may include, but is not limited to:**
1. Announcements
at least three instructor-initiated messages via announcements, email, message system, telephone, or other appropriate technique) during the term
 2. Chat Rooms
as assigned
 3. Collaborative Web Documents
as assigned
 4. Conferencing
as assigned per "Other Distance Education Methods"
 5. Discussion Board
as assigned

6. Email/Message System
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
7. Group Meetings
 - as assigned (e.g. Work Experience program orientation)
8. Individual Meetings
 - as needed
9. Individualized Assignment Feedback
 - for development of measurable, job-related behavioral learning objectives
10. Synchronous or Asynchronous Video
 - as assigned
11. Telephone Contact
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
- XIII. **List of Techniques:** Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.
- XIV. **How to Evaluate Students for Achieved Outcomes:** Students are evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.
- XV. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XVI. **Audio Visual Library Materials:** NO
- XVII. **MIRAMAR**
- XVIII. **Distance Education Methods of Instruction:** 1. Online-Emergency Only
- XIX. **Other Distance Education Methods:** A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.
- XX. **Type and frequency of contact may include, but is not limited to:**
 1. Announcements
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
 - Participant/s:** Faculty to Student/s
 2. Chat Rooms
 - as needed
 - Participant/s:** Faculty to Student/s , Among Students
 3. Collaborative Web Documents
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
 4. Conferencing
 - a minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.
 - Participant/s:** Faculty to Student/s , Among Students
 5. Discussion Board
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students

6. Email/Message System
at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
Participant/s: Faculty to Student/s
7. Group Meetings
as assigned (e.g. Work Experience program orientation)
Participant/s: Faculty to Student/s , Among Students
8. Individual Meetings
as needed
Participant/s: Faculty to Student/s
9. Synchronous or Asynchronous Video
as assigned
Participant/s: Faculty to Student/s , Among Students
10. Telephone Contact
at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
Participant/s: Faculty to Student/s
- XXI. **List of Techniques:** Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.
- XXII. **How to Evaluate Students for Achieved Outcomes:** Students will be evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.
- XXIII. **Additional Resources/Materials/Information:** Materials posted online are consistent with those required for the face-to-face class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA). Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA). Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).
- XXIV. **Audio Visual Library Materials:** NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

MESA

- Apply , research, analysis and resolution for work-related and personal objectives.
- Apply , research, analysis and resolution for work-related and personal objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
- Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.

- Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.
- Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.
- Demonstrate accountability for their personal actions at work and as it relates to course.
- Demonstrate accountability for their personal actions at work and as it relates to course.
- Research resources for education and/or career options.
- Research resources for education and/or career options.

MIRAMAR

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0501.00 Business and Commerce, General

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Other Units: 1.00 - 4.00

Total Units: 1 - 4

Lecture Hours Min: 0.00 **Max:** 0.00

Lab Hours Min: 0.00 **Max:** 0.00

Other Hours Min: 60.00 **Max:** 300.00

Total Contact Hours Min: 60.00 **Max:** 300.00

Outside-of-Class Hours Min: 0.00 **Max:** 0.00

Total Student Learning Hours Min: 60.00 **Max:** 300.00

FTEF Lecture Min: 0.0000 **Max:** 0.0000

FTEF Lab Min: 0.0000 **Max:** 0.0000

FTEF Total Min: 0.0000 **Max:** 0.0000

III. Last Time Pre/Co Requisite Update: 02/04/2019

IV. Last Outline Revision Date: 12/10/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

WORK 270

Previous Report

CIC Approval: 12/10/2015
BOT APPROVAL:
STATE APPROVAL: 03/17/2016
EFFECTIVE TERM: Fall 2016

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Work Experience 270

COURSE TITLE:
Occupational Work Experience

Units:
1-4
Grade Only

CATALOG COURSE DESCRIPTION:

This course provides on-the-job learning experiences for students employed in a job or internship related to an occupational major. Students develop workplace competencies, critical thinking skills, and problem solving abilities through the creation and achievement of job-related behavioral learning objectives. One unit of credit may be earned for each 75 hours of paid employment or 60 hours of volunteer work. This course may be taken up to four times. However, the combined maximum credit for all Work Experience courses from all subject areas may not exceed 16 units. This course is intended for students majoring or interested in an occupational field of study.

REQUISITES:

Limitation on Enrollment:
Obtain Permission Number-Work Exp. Coordinator

FIELD TRIP REQUIREMENTS:
Not required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
60 - 300

OUTSIDE-OF-CLASS HOURS:

TOTAL OTHER HOURS:
60 - 300

TOTAL STUDENT LEARNING HOURS:
60 - 300

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Convert related classroom instruction to the employment environment through development of three job-related behavioral learning objectives that are attainable during the semester
2. Develop necessary competencies for successful employment through actual on-the-job and related in-school experiences
3. Apply critical thinking strategies to resolve problems in the workplace
4. Develop organizational skills by completing required paperwork accurately and on time and by attending required Work Experience sessions and conferences with instructor-coordinator and supervisor.

Current Report

WORK 270

CIC Approval:
BOT APPROVAL:
STATE APPROVAL:
EFFECTIVE TERM:

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY, MESA, AND MIRAMAR COLLEGES ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Work Experience 270

COURSE TITLE:
Occupational Work Experience

Units:
1-4
Grade Only

CATALOG COURSE DESCRIPTION:

This course provides on-the-job learning experiences for students employed in a job or internship related to an occupational major. Students develop workplace competencies, critical thinking skills, and problem solving abilities through the creation and achievement of job-related behavioral learning objectives. One unit of credit may be earned for each 75 hours of paid employment and 60 hours of volunteer work. The course may be taken up to four times. However, the combined maximum credit for all Work Experience courses from all subject areas may not exceed 16 units. This course is intended for students majoring or interested in an occupational field of study.

REQUISITES:

Limitation on Enrollment:
Obtain Permission Number-Work Exp. Coordinator

FIELD TRIP REQUIREMENTS:
Not required

TRANSFER APPLICABILITY:
Associate Degree Credit & transfer to CSU

CID:

TOTAL LECTURE HOURS:

TOTAL LAB HOURS:

TOTAL CONTACT HOURS:
60 - 300

OUTSIDE-OF-CLASS HOURS:

TOTAL OTHER HOURS:
60 - 300

TOTAL STUDENT LEARNING HOURS:
60 - 300

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Demonstrate and articulate professional competencies to be successful within an occupational field through on-the-job experiences within industry.
2. Apply classroom instruction to the workplace and industry environment through the development and achievement of three job-oriented Specific, Measurable, Achievable, Relevant and Time-based (SMART) learning objectives.
3. Explore and pursue career pathways, industry expectations, professional competencies, and workforce preparation strategies through research resources, on-the-job experiences, and/or professional development activities.
4. Utilize career readiness tools to prepare for employment and be more competitive as an applicant in the workforce.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Orientation to Work Experience Program
- II. Review of Work Experience Manual
- III. Development of job-related behavioral learning objectives
- IV. Preparation of required program forms/paperwork
- V. Resolution of job-related problems
- VI. Conferences with instructor-coordinator and supervisor.

B. **Reading Assignments:**

Reading assignments are required and may include, but are not limited to, the following:

- I. Work Experience Manual
- II. Manuals, guides, and other readings related to the employment experience.

C. **Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. Three behavioral job-related learning objectives that are attainable during the semester
- II. All required Work Experience forms/paperwork
- III. Written assignments required in the employment experience.

D. **Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments
- II. Field assignments and projects related to the employment experience.

E. **Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Developing job-related behavioral learning objectives
- II. Resolving job-related problems.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Performance and achievement of the measurable, job-related behavioral learning objectives
- II. Attendance at required Work Experience orientations or other meetings
- III. Accuracy in completing required forms/paperwork
- IV. Promptness in compliance with due dates in submission of forms/paperwork
- V. Attendance at required conferences with instructor-coordinator and supervisor.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Collaborative Learning
- * Distance Education (Fully online)
- * Shadowing
- * Other (Specify)
- * A. On-campus orientation sessions
- * B. Conferences with instructor-coordinator and supervisor

5. Complete all required paperwork accurately and on time and attend required Work Experience meetings with instructor/coordinator and supervisor.
6. Communicate all job-related expectations, issues, and requirements with instructor-coordinator and supervisor.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Orientation to Work Experience Program
- II. Review of Work Experience Handbook
- III. Development of job-related behavioral (SMART) learning objectives
- IV. Preparation of required program forms/paperwork
- V. Resolution of job-related problems
- VI. Conferences with instructor-coordinator and supervisor

B. **Reading Assignments:**

Reading assignments are required and may include, but are not limited to, the following:

- I. Work Experience Handbook
- II. Manuals, guides, and other readings related to the employment experience

C. **Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. Three job-related behavioral (SMART) learning objectives that are attainable during the semester
- II. All required Work Experience forms/paperwork
- III. Written assignments required in the employment experience

D. **Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. Reading and writing assignments
- II. Field assignments and projects related to the employment experience

E. **Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Developing job-related behavioral (SMART) learning objectives.
- II. Resolving job-related problems.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Performance and achievement of the measurable job-related behavioral (SMART) learning objectives
- II. Attendance at required Work Experience orientations or other meetings
- III. Accuracy in completing required forms/paperwork
- IV. Promptness in compliance with due dates in submission of forms/paperwork
- V. Attendance at required conferences with instructor-coordinator and supervisor.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Collaborative Learning
- * Shadowing
- * Other (Specify)
- * A. Orientation sessions
- * B. Conferences with instructor-coordinator and supervisor
- * C. On-the-job training
- * D. Written assignments, questioning, lecture/discussion, and reports.

- * C. On-the-job training
- * D. Written assignments, questioning, lecture/discussion, and reports.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

1. SDCCD. Cooperative Work Experience Education Student Handbook, SDCCD, 05-01-2022

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Training Agreement
2. Cooperative Work Experience Application
3. Objectives Worksheet
4. Cumulative Work Record

ORIGINATOR: Duane Short

CO-CONTRIBUTOR(S) Laurie Vasallo-Dusa

DATE: 04/09/2015

Status: Active

Date Printed: 11/7/2022

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

MANUALS:

1. SDCCD. Cooperative Work Experience Education Student Handbook, SDCCD, 05-01-2022

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Objectives Worksheet
2. Training Agreement
3. Cooperative Work Experience Application
4. Cumulative Work Record

ORIGINATOR: Duane Short

ORIGINATION DATE: 04/09/2015

PROPOSAL ORIGINATOR: Shawn Fawcett

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 02/04/2019

Status: Launched

Date Printed: 11/7/2022

Previous Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Work Experience
- II. Course Number:** 270
- III. Course Title:** Occupational Work Experience
- IV. Disciplines (Instructor Minimum Qualifications):** Business or Counseling
- V.**
- VI. Family:**
- VII. Current Short Title:** Occupational Work Experience
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MIRAMAR
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 04/09/2015
- XIII. Proposed Start Semester:** Fall 2016
- XIV. Field Trip:** Not required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** Provides on-the-job learning experiences in the field.
Proposed Short Description: On-the-job learning experiences in an occupational field.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Limitation on Enrollment:: Obtain Permission Number-Work Exp. Coordinator
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 4 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:** Hours by Arrangement (One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work.)
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Two year review. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Transfer 2. Vocational/Occupational 3. Economic Development
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Course is not included in required units for major
- V. Extraordinary Cost to the College:** n/a.
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

Current Report

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY , MESA AND MIRAMAR COLLEGES

Course Outline of Record:
Curriculum Proposal Report

SECTION I

- I. Subject Area:** Work Experience
- II. Course Number:** 270
- III. Course Title:** Occupational Work Experience
- IV. Disciplines (Instructor Minimum Qualifications):** Business or Counseling
- V.**
- VI. Family:**
- VII. Current Short Title:** Occupational Work Experience
- VIII. Course Is Active/Where?** CITY , MESA AND MIRAMAR
- IX. Originating Campus:** MESA
- X. Action Proposed:** Course Revision (May Include Activation)
- XI. Distance Education Proposed At:** Mesa , City and Miramar
- XII. Proposal Originating Date:** 02/04/2019
- XIII. Proposed Start Semester:** Spring 2024
- XIV. Field Trip:** Not required
- XV. Grading Option:** Grade Only
- XVI. Current Short Description:** On-the-job learning experiences in an occupational field.

SECTION II

COURSE ENROLLMENT INFORMATION

- I. Requisites:**
Limitation on Enrollment:: Obtain Permission Number-Work Exp. Coordinator
- II. Current Degree Applicability:** Associate Degree Credit & transfer to CSU
- III. Current Basic Skills Designation:** N - Not a Basic Skills Course
- IV. Repeatability:** Course may be taken 4 time(s)
- V. Course Equivalency:** No
- VI. Additional Information:** Hours by Arrangement - One unit of credit may be earned for each 75 hours of paid employment and 60 hours of volunteer work.
- VII. Additional Textbook Information:**

COURSE ANALYSIS DATA

- I. Reason for Proposed Action:** Six yr review including: 1) update to objectives and other minor edits, and 2) Method of Instruction for COR revised to reflect DE - Emergency Only to align with CR - Emergency Only at all three campuses. (Course revision is for six year review.)
- II. How Does The Course Fit The College Mission?** 1. Economic Development 2. Transfer 3. Vocational/Occupational
- III. Current Transfer Options:**
- IV. Proposed College/District Purpose:** 1. Course is not included in required units for major
- V. Extraordinary Cost to the College:** None.
- VI. Library Resource Materials:** .

GENERAL EDUCATION ANALYSIS

REQUISITES ANALYSIS

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. Online-Emergency Only

III. Other Distance Education Methods:

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements
As needed
2. Discussion Board
At least weekly
3. Email/Message System
Frequent
4. Synchronous or Asynchronous Video
Frequent
5. Telephone Contact
As needed

V. List of Techniques: WORK 270 - In the event of a campus or statewide emergency, students enrolled in Work Experience will be provided virtual instructional materials for completing their student teaching activities, lesson plans, and objectives. Mentoring will be provided by the instructor via Zoom. Online assessment will be implemented as a way determining critical thinking skills and application of code of ethics in a virtual classroom. Students will attend Zoom meetings with instructor and complete required paperwork. Online instruction includes regular student-to-student and instructor-to-student communication. Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.

VI. How to Evaluate Students for Achieved Outcomes: The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.

VII. Additional Resources/Materials/Information: SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. CITY

X. Distance Education Methods of Instruction: 1. Online-Emergency Only

XI. Other Distance Education Methods: A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.

XII. Type and frequency of contact may include, but is not limited to:

1. Announcements
at least three instructor-initiated messages via announcements, email, message system, telephone, or other appropriate technique) during the term
2. Chat Rooms
as assigned
3. Collaborative Web Documents
as assigned
4. Conferencing
as assigned per Other Distance Education Methods
5. Discussion Board
as assigned

SECTION III

COURSE DISTANCE EDUCATION INFORMATION

I. MESA

II. Distance Education Methods of Instruction: 1. Online-Emergency Only

III. Other Distance Education Methods:

IV. Type and frequency of contact may include, but is not limited to:

1. Announcements
As needed
Participant/s: Faculty to Student/s
2. Discussion Board
At least weekly
Participant/s: Faculty to Student/s , Among Students
3. Email/Message System
As needed
Participant/s: Faculty to Student/s , Among Students
4. Synchronous or Asynchronous Video
Frequent
Participant/s: Faculty to Student/s , Among Students
5. Telephone Contact
As needed
Participant/s: Faculty to Student/s , Among Students

V. List of Techniques: WORK 270 - When offered online, students enrolled in Work Experience will be provided virtual instructional materials for completing their student teaching activities, lesson plans, and objectives. Mentoring will be provided by the instructor via Zoom. Online assessment will be implemented as a way determining critical thinking skills and application of code of ethics in a virtual classroom. Students will attend Zoom meetings with instructor and complete required paperwork. Online instruction includes regular student-to-student and instructor-to-student communication. Telephone calls between students and the instructor may be used to discuss questions and concerns throughout the course. E-mail may be used for asynchronous instructor-to-student and student-to-student communication. Chat rooms may be used for synchronous interaction between students and between the instructor and students. Threaded discussions may be used for instructor-to-student and student-to-student asynchronous group communication. Live-classroom may be used for synchronous online lectures, meetings and office hour meetings as appropriate. Video, audio, learning objects and archived live-classroom lectures may be included for students to interact with asynchronously where appropriate. Assignments and tests that will be used in the Distance Education course will be exactly the same as those in the traditional course. Students will submit all course work (tests and assignments) electronically to the instructor for grading.

VI. How to Evaluate Students for Achieved Outcomes: The evaluation methods will mirror the on-campus course as specified in the course outline. The feedback on assignments and tests will be submitted electronically to the student.

VII. Additional Resources/Materials/Information: SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

VIII. Audio Visual Library Materials: NO

IX. CITY

X. Distance Education Methods of Instruction: 1. Online-Emergency Only

XI. Other Distance Education Methods: A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.

XII. Type and frequency of contact may include, but is not limited to:

1. Announcements
at least three instructor-initiated messages via announcements, email, message system, telephone, or other appropriate technique) during the term
2. Chat Rooms
as assigned
3. Collaborative Web Documents
as assigned
4. Conferencing
as assigned per Other Distance Education Methods
5. Discussion Board
as assigned

6. Email/Message System
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
7. Group Meetings
 - as assigned (e.g. Work Experience program orientation)
8. Individual Meetings
 - as needed
9. Individualized Assignment Feedback
 - for development of measurable, job-related behavioral learning objectives
10. Synchronous or Asynchronous Video
 - as assigned
11. Telephone Contact
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term

XIII. List of Techniques: Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.

XIV. How to Evaluate Students for Achieved Outcomes: Students are evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.

XV. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. MIRAMAR

XVIII. Distance Education Methods of Instruction: 1. Online-Emergency Only

XIX. Other Distance Education Methods: A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.

XX. Type and frequency of contact may include, but is not limited to:

1. Announcements
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
 - Participant/s:** Faculty to Student/s
2. Chat Rooms
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
3. Collaborative Web Documents
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
4. Conferencing
 - a minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.
 - Participant/s:** Faculty to Student/s , Among Students
5. Discussion Board
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
6. Email/Message System
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
 - Participant/s:** Faculty to Student/s
7. Group Meetings
 - as assigned (e.g. Work Experience program orientation)

6. Email/Message System
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
7. Group Meetings
 - as assigned (e.g. Work Experience program orientation)
8. Individual Meetings
 - as needed
9. Individualized Assignment Feedback
 - for development of measurable, job-related behavioral learning objectives
10. Synchronous or Asynchronous Video
 - as assigned
11. Telephone Contact
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term

XIII. List of Techniques: Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.

XIV. How to Evaluate Students for Achieved Outcomes: Students are evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.

XV. Additional Resources/Materials/Information: Materials posted online are consistent with those required for campus based class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provide a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XVI. Audio Visual Library Materials: NO

XVII. MIRAMAR

XVIII. Distance Education Methods of Instruction: 1. Online-Emergency Only

XIX. Other Distance Education Methods: A minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.

XX. Type and frequency of contact may include, but is not limited to:

1. Announcements
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
 - Participant/s:** Faculty to Student/s
2. Chat Rooms
 - as needed
 - Participant/s:** Faculty to Student/s , Among Students
3. Collaborative Web Documents
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
4. Conferencing
 - a minimum of two real-time meetings among the student, supervisor, and instructor during the term: 1) An initial meeting to review the work experience program and procedures and to identify job-related behavioral learning objectives, and 2) A final meeting to review the student's work performance and evaluate the student's achievement of the identified learning objectives. These meetings may take place via teleconferencing software, synchronous video, telephone conferencing, or other means of real-time three-way communication.
 - Participant/s:** Faculty to Student/s , Among Students
5. Discussion Board
 - as assigned
 - Participant/s:** Faculty to Student/s , Among Students
6. Email/Message System
 - at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term
 - Participant/s:** Faculty to Student/s
7. Group Meetings
 - as assigned (e.g. Work Experience program orientation)

Participant/s: Faculty to Student/s , Among Students

8. Individual Meetings
as needed

Participant/s: Faculty to Student/s

9. Individualized Assignment Feedback
for development of measurable, job-related behavioral learning objectives

Participant/s: Faculty to Student/s

10. Synchronous or Asynchronous Video
as assigned

Participant/s: Faculty to Student/s , Among Students

11. Telephone Contact
at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term

Participant/s: Faculty to Student/s

XXI. List of Techniques: Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.

XXII. How to Evaluate Students for Achieved Outcomes: Students will be evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.

XXIII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for the face-to-face class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA). Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY
XXIV. Audio Visual Library Materials: NO

MESA

- Apply critical thinking, research, analysis and resolution for work-related and personal objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
- Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.
- Demonstrate accountability for their personal actions at work and as it relates to course.
- Research resources for education and/or career options.

MIRAMAR

- Demonstrate competencies for successful employment through actual on-the-job experiences.

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0501.00 Business and Commerce, General

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Participant/s: Faculty to Student/s , Among Students

8. Individual Meetings
as needed

Participant/s: Faculty to Student/s

9. Synchronous or Asynchronous Video
as assigned

Participant/s: Faculty to Student/s , Among Students

10. Telephone Contact
at least three instructor-initiated messages (via announcements, email, message system, telephone, or other appropriate technique) during the term

Participant/s: Faculty to Student/s

XXI. List of Techniques: Techniques include one-on-one communication with the instructor and with other students (if appropriate) via email, the announcement system, the discussion board, or other tools. This may include a scheduled online group orientation to the Work Experience program, group discussions to resolve job-related problems, and one-on-one communication to develop job-related behavioral learning objectives and complete required program forms/paperwork.

XXII. How to Evaluate Students for Achieved Outcomes: Students will be evaluated in the same way as the face-to-face course; only using distance technology. This includes an evaluation of the student's achievement of the identified learning objectives via a real-time meeting among the student, supervisor, and instructor as well as student attendance at required Work Experience orientations, conferences, or other meetings and preparation and submission of forms/paperwork.

XXIII. Additional Resources/Materials/Information: Materials posted online are consistent with those required for the face-to-face class. SDCCD and DSPS personnel provide all needed accommodations. DSPS provides a student in an online classroom with the same level of support as an on-campus student. Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA). Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA). Distance education techniques used in this course will be accessible to individuals with disabilities (Sections 504 and 508 of the Rehabilitation Act). Requests for technology accommodations will be met by working with the Adaptive Technology Specialist to ensure compliance with the Americans with Disabilities Act (ADA).

XXIV. Audio Visual Library Materials: NO

SECTION IV

COURSE STUDENT LEARNING OUTCOME(S)

CITY

MESA

- Apply , research, analysis and resolution for work-related and personal objectives.
- Apply , research, analysis and resolution for work-related and personal objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
- Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
- Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.
- Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.
- Demonstrate accountability for their personal actions at work and as it relates to course.
- Demonstrate accountability for their personal actions at work and as it relates to course.
- Research resources for education and/or career options.
- Research resources for education and/or career options.

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25):

Course Support Course Status (CB26):

Major Restriction Code: NONE

II. Other Units: 1.00 - 4.00

Total Units: 1 - 4

Lecture Hours Min: 0.00 Max: 0.00

Lab Hours Min: 0.00 Max: 0.00

Other Hours Min: 60.00 Max:300.00

Total Contact Hours Min: 60.00 Max:300.00

Outside-of-Class Hours Min: 0.00 Max:0.00

Total Student Learning Hours Min: 60.00 Max: 300.00

FTEF Lecture Min: 0.0000 Max:0.0000

FTEF Lab Min: 0.0000 Max:0.0000

FTEF Total Min: 0.0000 Max:0.0000

III. Last Time Pre/Co Requisite Update: 04/09/2015

IV. Last Outline Revision Date: 12/10/2015

V. CIC Approval: 12/10/2015

VI. BOT Approval:

VII. State Approval: 03/17/2016

VIII. Revised State Approval:

IX. Course Approval Effective Date: Fall 2016

SECTION VI

CREDIT FOR PRIOR LEARNING

MIRAMAR

SECTION V

COURSE DATA ADMINISTRATION ELEMENTS

I. Codes:

California Classification: (Y Credit Course)

TOP Code: 0501.00 Business and Commerce, General

SAM Code: C - Clearly Occupational

Course Prior to College Level (CB21): Y - Not applicable. Level of course is not one of the levels listed above, may be above level A (transferable) or below level C (more than 3 levels below transfer level).

Funding Agency Category (CB23): Not Applicable (funding not used to develop course)

Course Program Status (CB24): Not program-applicable

Course Gen Education Status (CB25): Y = Not applicable

Course Support Course Status (CB26): N = Course is not a support course

Major Restriction Code: NONE

II. Other Units: 1.00 - 4.00

Total Units: 1 - 4

Lecture Hours Min: 0.00 Max: 0.00

Lab Hours Min: 0.00 Max: 0.00

Other Hours Min: 60.00 Max:300.00

Total Contact Hours Min: 60.00 Max:300.00

Outside-of-Class Hours Min: 0.00 Max:0.00

Total Student Learning Hours Min: 60.00 Max: 300.00

FTEF Lecture Min: 0.0000 Max:0.0000

FTEF Lab Min: 0.0000 Max:0.0000

FTEF Total Min: 0.0000 Max:0.0000

III. Last Time Pre/Co Requisite Update: 02/04/2019

IV. Last Outline Revision Date: 12/10/2015

V. CIC Approval:

VI. BOT Approval:

VII. State Approval:

VIII. Revised State Approval:

IX. Course Approval Effective Date:

SECTION VI

CREDIT FOR PRIOR LEARNING

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Dawn Diskin

Origination

Date:11/19/2021

Proposed Start:Fall 2022

Need for Proposal:

Deactivation: Award not planned to be offered in the future. Teach-out plan not required because courses were never offered.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:

	UNITS
ACCT 120 Federal Income Tax *Active*	3
ACCT 210 Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211 Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212 Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units

12

DATES & CODES

CIC Approval:
Board Approval:
State Approval:

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Subject Area: Accounting
Program Area: Accountancy

Report Run: 11/07/2022 1:18 PM
Program ID: 4327

Previous Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Alan Viersen

**Origination
Date:**05/05/2016

Proposed Start:Fall 2018

Need for Proposal:

New award to prepare students for the IRS enrolled agent exam and to prepare them for entry-level positions in taxation accounting.

Attached Documents:

[Advisory Committee Minutes](#)
[CCCCO Application](#)
[Workforce Development Council Minutes](#)
[LMI form](#)
[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:			UNITS
ACCT 120	Federal Income Tax *Active*		3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*		3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*		3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*		3

Total Units 12

Current Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Dawn Diskin

**Origination
Date:**11/19/2021

Proposed Start:Fall 2022

Need for Proposal:

Deactivation: Award not planned to be offered in the future. Teach-out plan not required because courses were never offered.

Attached Documents:

[Advisory Committee Minutes](#)
[CCCCO Application](#)
[Workforce Development Council Minutes](#)
[LMI form](#)
[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:			UNITS
ACCT 120	Federal Income Tax *Active*		3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*		3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*		3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*		3

Total Units 12

DATES & CODES

CIC Approval: 03/09/2017

Board Approval: 04/13/2017

State Approval: 02/08/2018

TOP Code: 0502.10

State Approval (Unique) Code: 36254

Subject Area: Accounting

Program Area: Accountancy

Report Run: 11/07/2022 1:18 PM

Program ID: 3262

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0502.10

State Approval (Unique) Code: 36254

Subject Area: Accounting

Program Area: Accountancy

Report Run: 11/07/2022 1:18 PM

Program ID: 4327

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business
Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM
Program ID: 4425

Previous Report

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Salley Deaton

Origination Date:09/18/2013

Proposed Start:Fall 2014

Need for Proposal:

Change award title from 'Business Communications and Managing Diversity' to 'Business Communications and Cultural Competence';
Remove BUSE 119 and COMS 103 from required courses.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval: 03/13/2014

Board Approval: 04/17/2014

TOP Code: 0506.00

Current Report

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval:

CITY - BUSINESS PRESENTATIONS* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Presentations is designed to prepare students to develop business presentation materials, including written documents and spreadsheets, and to orally communicate presentation information to individuals and small groups in office environments.

Program Goals:

Develop presentation materials using databases, word processing, and spreadsheets.

Orally present information to individuals or small groups in office environments.

Communicate business information in a concise, cogent manner.

Program Emphasis:

Career Options:

Students who successfully complete the Certificate of Performance in Business Presentations may find entry-level employment in a wide variety of office environments, including but not limited to sales, real estate, community organizations, and/or educational institutions.

COURSES REQUIRED FOR THE MAJOR:

UNITS

CBTE 180	Microsoft Office *Active*	3
COMS 103	Oral Communication *Active*	3
or COMS 170	Small Group Communication *Active*	3

Total Units	6
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4426

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:09/08/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

• Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:**Career Options:**

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 119	Accounting Ethics *Active*	3
ACCT 120	Federal Income Tax *Active*	3
ACCT 125	Government & Not-for-Profit Accounting *Active*	3
ACCT 135	Principles of Auditing *Active*	3
ACCT 220	Uniform CPA Examination Review Course *Active*	4
Total Units		16

RECOMMENDED ELECTIVES:		UNITS
ACCT 201A	Intermediate Accounting I *Active*	3
ACCT 201B	Intermediate Accounting II *Active*	3

DATES & CODES**CIC Approval:****Board Approval:****State Approval:****TOP Code:** 0502.00**State Approval (Unique) Code:** 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4442

Previous Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Shana Carr

Origination Date:10/22/2018

Proposed Start:Fall 2020

Need for Proposal:

To create a Certificate of Achievement in CPA Prep for students wishing to take the CPA exam and meet several education requirements to sit for the exam. Advisory Board approved.

Attached Documents:

[Advisory Board Minutes](#)
[Advisory Board Course and Program Approvals](#)
[COE LMI - Accounting Occupations \(LA\)](#)
[LMI Freelancing Infographic](#)
[COE LMI - Tax Preparers Oct2016](#)
[COE LMI - Accounting Occupations \(SD\)](#)
[LMI Occ Profile Compilation](#)
[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:
 • Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance

Current Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:09/08/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Minutes](#)
[Advisory Board Course and Program Approvals](#)
[COE LMI - Accounting Occupations \(LA\)](#)
[LMI Freelancing Infographic](#)
[COE LMI - Tax Preparers Oct2016](#)
[COE LMI - Accounting Occupations \(SD\)](#)
[LMI Occ Profile Compilation](#)
[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:
 • Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year

existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 119	Accounting Ethics *Active*	3
ACCT 120	Federal Income Tax *Active*	3
ACCT 125	Government & Not-for-Profit Accounting *Active*	3
ACCT 135	Principles of Auditing *Active*	3
ACCT 220	Uniform CPA Examination Review Course *Active*	4

Total Units	16
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RECOMMENDED ELECTIVES:		UNITS
ACCT 201A	Intermediate Accounting I *Active*	3
ACCT 201B	Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval: 12/13/2018

Board Approval: 01/31/2019

State Approval: 12/04/2019

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 3784

institution, while providing foundational skills to obtain entry-level positions, enhance existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 119	Accounting Ethics *Active*	3
ACCT 120	Federal Income Tax *Active*	3
ACCT 125	Government & Not-for-Profit Accounting *Active*	3
ACCT 135	Principles of Auditing *Active*	3
ACCT 220	Uniform CPA Examination Review Course *Active*	4

Total Units	16
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RECOMMENDED ELECTIVES:		UNITS
ACCT 201A	Intermediate Accounting I *Active*	3
ACCT 201B	Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4442

CITY - JOB SKILLS* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

This certificate concentrates on developing and understanding skills necessary to secure and keep a job such as preparing for interviews and writing resumes. Learning techniques for time management and organization are also taught.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement. **Student must select all BUSE 090 courses (5.5 units) or 3 units of BUSE 277C.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

Because environmental issues play a central role in business, our students will benefit from a greater understanding of these issues through Biology 101.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:

	UNITS
BUSE 090A Learning Skills *Active*	1.5
and BUSE 090B Work Success *Active*	1.5
and BUSE 090C Business Internship Seminars *Active*	1
and BUSE 090D Workplace Competencies *Active*	1.5
or BUSE 277C Service Learning -- Community *Active*	3

Total Units 3 - 5.5

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4428

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Updated to remove deactivated courses from required electives:

MUSI 248B & MUSI 269B

Attached Documents:

[TMC Music Template](#)

[AAT MUSIC NARRATIVE](#)

[Assist Mesa Music AAT](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:		UNITS
MUSI 148A	Music Theory I *Active*	3
MUSI 148B	Music Theory II *Active*	3
MUSI 248A	Music Theory III *Active*	3
MUSI 268A	Ear Training I *Active*	1
MUSI 268B	Ear Training II *Active*	1
MUSI 269A	Ear Training III *Active*	1
MUSI 274A	Applied Music I *Active*	1
MUSI 274B	Applied Music II *Active*	1
MUSI 274C	Applied Music III *Active*	1
MUSI 274D	Applied Music IV *Active*	1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:		UNITS
MUSI 257A	Guitar Ensemble I *Active*	1
MUSI 257B	Guitar Ensemble II *Active*	1
MUSI 257C	Guitar Ensemble III *Active*	1
MUSI 257D	Guitar Ensemble IV *Active*	1
MUSI 259A	Choir I *Active*	1
MUSI 259B	Choir II *Active*	1
MUSI 259C	Choir III *Active*	1
MUSI 259D	Choir IV *Active*	1
MUSI 261A	World Music Ensemble I *Active*	1
MUSI 261B	World Music Ensemble II *Active*	1
MUSI 261C	World Music Ensemble III *Active*	1
MUSI 261D	World Music Ensemble IV *Active*	1
MUSI 262A	Jazz Big Band I *Active*	1
MUSI 262B	Jazz Big Band II *Active*	1
MUSI 262C	Jazz Big Band III *Active*	1
MUSI 262D	Jazz Big Band IV *Active*	1
MUSI 264A	Jazz Ensemble I *Active*	1
MUSI 264B	Jazz Ensemble II *Active*	1
MUSI 264C	Jazz Ensemble III *Active*	1
MUSI 264D	Jazz Ensemble IV *Active*	1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:		UNITS
MUSI 100	Introduction to Music *Active*	3
MUSI 190	Introduction to Audio Technology *Active*	3
MUSI 124A	Piano Class I *Active*	1
MUSI 124B	Piano Class II *Active*	1
MUSI 224A	Piano Class III *Active*	1

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 1004.00

State Approval (Unique) Code: 41406

Subject Area: Music

Program Area: Music

Report Run: 11/07/2022 1:18 PM

Program ID: 4461

Previous Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:02/04/2020

Proposed Start:Fall 2021

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Degree previously CIC approved, but never state approved and active.

Attached Documents:

[AAT Music Narrative 3/19/20](#)

[TMC Music Template 3/19/20](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

Current Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Updated to remove deactivated courses from required electives: MUSI 248B & MUSI 269B

Attached Documents:

[TMC Music Template](#)

[AAT MUSIC NARRATIVE](#)

[Assist Mesa Music AAT](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Electronic Music Studio *Historical*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 248B	Music Theory IV *Active*		3
MUSI 269B	Ear Training IV *Active*		1

Total Units 23 - 24

DATES & CODES

required for the degree.

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Introduction to Audio Technology *Active*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1

Total Units

23 - 24

CIC Approval: 11/12/2020
Board Approval: 12/17/2020
State Approval: 10/26/2021

TOP Code: 1004.00
State Approval (Unique) Code: 41406

Subject Area: Music
Program Area: Music

Report Run: 11/07/2022 1:18 PM
Program ID: 4120

DATES & CODES

CIC Approval:
Board Approval:
State Approval:

TOP Code: 1004.00
State Approval (Unique) Code: 41406

Subject Area: Music
Program Area: Music

Report Run: 11/07/2022 1:18 PM
Program ID: 4461

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Program revision to remove MUSI 248B and MUSI 269B (being deactivated). Reduce from 22 to 18 units.

Attached Documents:

[CA Music Theory Narrative](#)

[Assist CA Music Theory](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:		UNITS
MUSI 124A	Piano Class I *Active*	1
MUSI 124B	Piano Class II *Active*	1
MUSI 224A	Piano Class III *Active*	1
MUSI 150A	Basic Musicianship *Active*	3
MUSI 148A	Music Theory I *Active*	3
MUSI 148B	Music Theory II *Active*	3
MUSI 248A	Music Theory III *Active*	3
MUSI 268A	Ear Training I *Active*	1
MUSI 268B	Ear Training II *Active*	1
MUSI 269A	Ear Training III *Active*	1

Total Units	18
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DATES & CODES

CIC Approval:

Board Approval:

TOP Code: 1004.00

State Approval:

State Approval (Unique) Code: 38962

Subject Area: Music
Program Area: Music

Report Run: 11/07/2022 1:18 PM
Program ID: 4459

Previous Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:02/03/2020

Proposed Start:Fall 2021

Need for Proposal:

Program revision to reflect course renumbering (MUSI 116A/B/216A to 124A/B/224A; 158A/B/258A/B to 148A/B/248A/B) resulting in a decrease from 29 to 22 units.

Attached Documents:

[CA Music Theory Assist](#)

[CA Music Theory Narrative](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 248B	Music Theory IV *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 269B	Ear Training IV *Active*		1

Total Units

22

Current Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Program revision to remove MUSI 248B and MUSI 269B (being deactivated). Reduce from 22 to 18 units.

Attached Documents:

[CA Music Theory Narrative](#)

[Assist CA Music Theory](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1

DATES & CODES**CIC Approval:** 11/12/2020**Board Approval:** 12/17/2020**State Approval:** 02/03/2021**TOP Code:** 1004.00**State Approval (Unique) Code:** 38962

Subject Area: Music

Program Area: Music

Report Run: 11/07/2022 1:18 PM

Program ID: 4115

DATES & CODES**CIC Approval:****Board Approval:****State Approval:****TOP Code:** 1004.00**State Approval (Unique) Code:** 38962

Subject Area: Music

Program Area: Music

Report Run: 11/07/2022 1:18 PM

Program ID: 4459

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination

Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

City College no longer plans to offer this award. Courses are being deactivated with effective date Fall 2024.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 122	Sports Management *Active*	3
BUSE 124	Sports Sales *Active*	3

<u>SELECT ONE COURSE FROM THE FOLLOWING:</u>		<u>UNITS</u>
BUSE 092	Introduction to Business Communication *Active*	3
or BUSE 119	Business Communications *Active*	3
BUSE 102	Introduction to Customer Service *Active*	3
MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units	9
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4424

Previous Report

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Shana Carr

Origination Date:09/16/2015

Proposed Start:Fall 2017

Need for Proposal:

Add BUSE 092 as option for major courses.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

UNITS

Current Report

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

City College no longer plans to offer this award. Courses are being deactivated with effective date Fall 2024.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

BUSE 122 Sports Management *Active*

UNITS

3

BUSE 122	Sports Management *Active*	3
BUSE 124	Sports Sales *Active*	3

SELECT ONE COURSE FROM THE FOLLOWING:		UNITS
BUSE 092	Introduction to Business Communication *Active*	3
or BUSE 119	Business Communications *Active*	3
BUSE 102	Introduction to Customer Service *Active*	3
MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units 9

DATES & CODES

CIC Approval: 04/28/2016

Board Approval: 06/09/2016

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 3173

BUSE 124	Sports Sales *Active*	3
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SELECT ONE COURSE FROM THE FOLLOWING:		UNITS
BUSE 092	Introduction to Business Communication *Active*	3
or BUSE 119	Business Communications *Active*	3
BUSE 102	Introduction to Customer Service *Active*	3
MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units 9

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4424

CITY - WORKING EDUCATION* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Meeting - 2017](#)

PROGRAM & AWARD INFORMATION

Award Description:

This certificate is designed for persons who want actual job experience running a small business. Areas of specialization include marketing, operations, accounting, and buying and inventory.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

The goal of the Working Education Certificate of Performance is to provide students the opportunity to:

Gain hands-on experience operating student run, on-campus small businesses

Develop customer service skills

Experience working in teams

Develop marketing strategies for an on-campus, student-run businesses.

Develop practical accounting processes for owning and operating a small business.

Practice merchandising, inventory control and record keeping for the on-campus, student-run businesses.

Program SLO: Demonstrate skill competencies required to operate a small business.

Program Emphasis:

Career Options:

Please note that BUSE 230A, BUSE 230B and BUSE 230C each require concurrent enrollment in a 2-unit, BUSE 270 course.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 230A Beginning Small Business Operation *Active*

1.5

BUSE 230B	Intermediate Small Business Operation *Active*	1.5
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Total Units	3
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RECOMMENDED ELECTIVES:		UNITS
BUSE 230C	Advanced Small Business Operation *Active*	1.5

DATES & CODES

CIC Approval:
Board Approval:
State Approval:

TOP Code: 0506.00
State Approval (Unique) Code:

Subject Area: Business
Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM
Program ID: 4427

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Dawn Diskin

Origination

Date:11/19/2021

Proposed Start:Fall 2022

Need for Proposal:

Deactivation: Award not planned to be offered in the future. Teach-out plan not required because courses were never offered.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 120	Federal Income Tax *Active*	3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units

12

DATES & CODES

CIC Approval:
Board Approval:
State Approval:

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Subject Area: Accounting
Program Area: Accountancy

Report Run: 11/07/2022 1:18 PM
Program ID: 4327

Previous Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Alan Viersen

Proposed Start:Fall 2018

Need for Proposal:

New award to prepare students for the IRS enrolled agent exam and to prepare them for entry-level positions in taxation accounting.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 120	Federal Income Tax *Active*	3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units 12

DATES & CODES

Current Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Dawn Diskin

Proposed Start:Fall 2022

Need for Proposal:

Deactivation: Award not planned to be offered in the future. Teach-out plan not required because courses were never offered.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 120	Federal Income Tax *Active*	3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units 12

DATES & CODES

CIC Approval: 03/09/2017
Board Approval: 04/13/2017
State Approval: 02/08/2018

Subject Area: Accounting
Program Area: Accountancy

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Report Run: 11/07/2022 1:18 PM
Program ID: 3262

CIC Approval:
Board Approval:
State Approval:

Subject Area: Accounting
Program Area: Accountancy

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Report Run: 11/07/2022 1:18 PM
Program ID: 4327

Previous Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Alan Viersen

Proposed Start:Fall 2018

Need for Proposal:

New award to prepare students for the IRS enrolled agent exam and to prepare them for entry-level positions in taxation accounting.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 120	Federal Income Tax *Active*	3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units 12

DATES & CODES

Current Report

MIRAMAR - ACCOUNTANCY FOR ENROLLED AGENTS - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Dawn Diskin

Proposed Start:Fall 2022

Need for Proposal:

Deactivation: Award not planned to be offered in the future. Teach-out plan not required because courses were never offered.

Attached Documents:

[Advisory Committee Minutes](#)

[CCCCO Application](#)

[Workforce Development Council Minutes](#)

[LMI form](#)

[LMI Data](#)

PROGRAM & AWARD INFORMATION

Award Description:

Enrolled Agents are tax professionals certified and licensed by the Internal Revenue Service (IRS) to represent taxpayers. They may practice before the IRS in all matters connected with taxation related to clients' rights, privileges, and laws or regulations administered by the IRS. They may also practice anywhere in the United States.

This certificate prepares students for entry-level positions and promotional opportunities in the field of taxation accounting. Students gain a foundation in all types of taxation issues in preparation to sit for the IRS Enrolled Agent Exam.

Award Notes:

The IRS Enrolled Agent Exam is administered by Prometric, an educational testing service.

Program Description:

N/A - this section is no longer updated via Curricunet

Program Goals:

N/A - this section is no longer updated via Curricunet

Program Emphasis:

N/A - this section is no longer updated via Curricunet

Career Options:

N/A - this section is no longer updated via Curricunet

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 120	Federal Income Tax *Active*	3
ACCT 210	Partnerships, Gift Tax, and Estate and Trusts Tax for Enrolled Agents *Active*	3
ACCT 211	Corporate Taxation for Enrolled Agents *Active*	3
ACCT 212	Representation, Practices, and Procedures for Enrolled Agents *Active*	3

Total Units 12

DATES & CODES

CIC Approval: 03/09/2017
Board Approval: 04/13/2017
State Approval: 02/08/2018

Subject Area: Accounting
Program Area: Accountancy

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Report Run: 11/07/2022 1:18 PM
Program ID: 3262

CIC Approval:
Board Approval:
State Approval:

Subject Area: Accounting
Program Area: Accountancy

TOP Code: 0502.10
State Approval (Unique) Code: 36254

Report Run: 11/07/2022 1:18 PM
Program ID: 4327

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business
Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM
Program ID: 4425

Previous Report

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Salley Deaton

Proposed Start:Fall 2014

Need for Proposal:

Change award title from 'Business Communications and Managing Diversity' to 'Business Communications and Cultural Competence';
Remove BUSE 119 and COMS 103 from required courses.

Origination

Date:09/18/2013

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval: 03/13/2014

Board Approval: 04/17/2014

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Current Report

CITY - BUSINESS COMMUNICATIONS AND CULTURAL COMPETENCE - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Origination Date:08/30/2022

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Communications and Cultural Competence is designed to develop students' leadership, decision-making, cross-cultural communication, motivational, and personal management skills for use in business environments.

Program Goals:

Develop leadership, decision-making, communication, motivation, and personal management skills and techniques necessary to own or operate a small business;
Learn the relationship between culture and communication, emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution.

Program Emphasis:

The Certificate of Performance in Business Communications and Cultural Competence emphasizes maximizing business communication in a multicultural business environment.

Career Options:

Students who successfully complete the Certificate of Performance in Business Communications and Cultural Competence are prepared to own, operate and manage their own small business or to work in an entry-level management position in a wide variety of businesses and non-profit or educational environments.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 150	Human Relations in Business *Active*	3
COMS 180	Intercultural Communication *Active*	3

Total Units

6

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Report Run: 11/07/2022 1:18 PM

Subject Area: Business
Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM
Program ID: 2731

Program Area: Business Studies

Program ID: 4425

CITY - BUSINESS PRESENTATIONS* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Certificate of Performance in Business Presentations is designed to prepare students to develop business presentation materials, including written documents and spreadsheets, and to orally communicate presentation information to individuals and small groups in office environments.

Program Goals:

Develop presentation materials using databases, word processing, and spreadsheets.

Orally present information to individuals or small groups in office environments.

Communicate business information in a concise, cogent manner.

Program Emphasis:

Career Options:

Students who successfully complete the Certificate of Performance in Business Presentations may find entry-level employment in a wide variety of office environments, including but not limited to sales, real estate, community organizations, and/or educational institutions.

COURSES REQUIRED FOR THE MAJOR:

		UNITS
CBTE 180	Microsoft Office *Active*	3
COMS 103	Oral Communication *Active*	3
or COMS 170	Small Group Communication *Active*	3

Total Units	6
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4426

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:09/08/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

- Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:**Career Options:**

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:		UNITS
ACCT 119	Accounting Ethics *Active*	3
ACCT 120	Federal Income Tax *Active*	3
ACCT 125	Government & Not-for-Profit Accounting *Active*	3
ACCT 135	Principles of Auditing *Active*	3
ACCT 220	Uniform CPA Examination Review Course *Active*	4
Total Units		16

RECOMMENDED ELECTIVES:		UNITS
ACCT 201A	Intermediate Accounting I *Active*	3
ACCT 201B	Intermediate Accounting II *Active*	3

DATES & CODES**CIC Approval:****Board Approval:****State Approval:****TOP Code:** 0502.00**State Approval (Unique) Code:** 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4442

Previous Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Shana Carr

Origination

Date:10/22/2018

Proposed Start:Fall 2020

Need for Proposal:

To create a Certificate of Achievement in CPA Prep for students wishing to take the CPA exam and meet several education requirements to sit for the exam. Advisory Board approved.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

- Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance

Current Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:09/08/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

- Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:

	UNITS
ACCT 119 Accounting Ethics *Active*	3
ACCT 120 Federal Income Tax *Active*	3
ACCT 125 Government & Not-for-Profit Accounting *Active*	3
ACCT 135 Principles of Auditing *Active*	3
ACCT 220 Uniform CPA Examination Review Course *Active*	4

Total Units 16

RECOMMENDED ELECTIVES:

	UNITS
ACCT 201A Intermediate Accounting I *Active*	3
ACCT 201B Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval: 12/13/2018

Board Approval: 01/31/2019

State Approval: 12/04/2019

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 3784

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:

	UNITS
ACCT 119 Accounting Ethics *Active*	3
ACCT 120 Federal Income Tax *Active*	3
ACCT 125 Government & Not-for-Profit Accounting *Active*	3
ACCT 135 Principles of Auditing *Active*	3
ACCT 220 Uniform CPA Examination Review Course *Active*	4

Total Units 16

RECOMMENDED ELECTIVES:

	UNITS
ACCT 201A Intermediate Accounting I *Active*	3
ACCT 201B Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4442

Previous Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:New Program

Proposal Originator:Shana Carr

Origination

Date:10/22/2018

Proposed Start:Fall 2020

Need for Proposal:

To create a Certificate of Achievement in CPA Prep for students wishing to take the CPA exam and meet several education requirements to sit for the exam. Advisory Board approved.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

- Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance

Current Report

CITY - CERTIFIED PUBLIC ACCOUNTANT (CPA) PREPARATORY PROGRAM - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:09/08/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Minutes](#)

[Advisory Board Course and Program Approvals](#)

[COE LMI - Accounting Occupations \(LA\)](#)

[LMI Freelancing Infographic](#)

[COE LMI - Tax Preparers Oct2016](#)

[COE LMI - Accounting Occupations \(SD\)](#)

[LMI Occ Profile Compilation](#)

[COCI Narrative Draft 11-05-18](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Certified Public Accountant (CPA) Preparatory Program provides an in-depth exploration of government and nonprofit accounting, ethics, tax law, and auditing. Students learn about government and nonprofit specific accounting practices as well as auditing techniques used in the accounting field. Accounting-specific ethical business practices as well as federal tax law are discussed. Emphasis is placed on careers in the accounting field and preparation for students interested in earning the California Certified Public Accountant License.

The program offers students an overview of the Uniform CPA Examination sections. San Diego City College course offerings in this program assess the knowledge and skills entry-level CPAs need to practice public accountancy and fulfill several infrequently-satisfied exam education credit requirements.

Award Notes:

Students who successfully complete the award will be able to:

- Analyze and evaluate government, not-for-profit, auditing, tax and ethic-specific accounting functions.

Program Description:

The Accounting program at San Diego City College offers certificates of performance, certificates of achievement, and associate degree awards in the field of accounting and financial management. Areas of emphasis include tax and certified public accounting (CPA) preparation, financial management, and fundamentals in accounting. Awards are designed to prepare students with an educational framework for effective leadership in an accounting position. Coursework offered by the program equips students for transfer to a four-year institution, while providing foundational skills to obtain entry-level positions, enhance existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

existing job competencies, and prepare for the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) license.

Program Goals:

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:

	UNITS
ACCT 119 Accounting Ethics *Active*	3
ACCT 120 Federal Income Tax *Active*	3
ACCT 125 Government & Not-for-Profit Accounting *Active*	3
ACCT 135 Principles of Auditing *Active*	3
ACCT 220 Uniform CPA Examination Review Course *Active*	4

Total Units 16

RECOMMENDED ELECTIVES:

	UNITS
ACCT 201A Intermediate Accounting I *Active*	3
ACCT 201B Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval: 12/13/2018

Board Approval: 01/31/2019

State Approval: 12/04/2019

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 3784

N/A - This section is no longer update in CurricUNET.

Program Emphasis:

Career Options:

Some careers in accounting require education beyond the associate degree and some require a graduate degree. This is not a comprehensive list but some of the most common career options with a degree in the accounting industry include: bookkeeper, accounting clerk, accounting assistant, fund manager, auditor, and tax preparer.

COURSES REQUIRED FOR THE MAJOR:

	UNITS
ACCT 119 Accounting Ethics *Active*	3
ACCT 120 Federal Income Tax *Active*	3
ACCT 125 Government & Not-for-Profit Accounting *Active*	3
ACCT 135 Principles of Auditing *Active*	3
ACCT 220 Uniform CPA Examination Review Course *Active*	4

Total Units 16

RECOMMENDED ELECTIVES:

	UNITS
ACCT 201A Intermediate Accounting I *Active*	3
ACCT 201B Intermediate Accounting II *Active*	3

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0502.00

State Approval (Unique) Code: 38732

Subject Area: Accounting

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4442

CITY - JOB SKILLS* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

PROGRAM & AWARD INFORMATION

Award Description:

This certificate concentrates on developing and understanding skills necessary to secure and keep a job such as preparing for interviews and writing resumes. Learning techniques for time management and organization are also taught.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement. **Student must select all BUSE 090 courses (5.5 units) or 3 units of BUSE 277C.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

Because environmental issues play a central role in business, our students will benefit from a greater understanding of these issues through Biology 101.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:

	UNITS
BUSE 090A Learning Skills *Active*	1.5
and BUSE 090B Work Success *Active*	1.5
and BUSE 090C Business Internship Seminars *Active*	1
and BUSE 090D Workplace Competencies *Active*	1.5
or BUSE 277C Service Learning -- Community *Active*	3

Total Units 3 - 5.5

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:18 PM

Program ID: 4428

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Updated to remove deactivated courses from required electives:

MUSI 248B & MUSI 269B

Attached Documents:

[TMC Music Template](#)

[AAT MUSIC NARRATIVE](#)

[Assist Mesa Music AAT](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

<u>COURSES REQUIRED FOR THE MAJOR:</u>		<u>UNITS</u>
MUSI 148A	Music Theory I *Active*	3
MUSI 148B	Music Theory II *Active*	3
MUSI 248A	Music Theory III *Active*	3
MUSI 268A	Ear Training I *Active*	1
MUSI 268B	Ear Training II *Active*	1
MUSI 269A	Ear Training III *Active*	1
MUSI 274A	Applied Music I *Active*	1
MUSI 274B	Applied Music II *Active*	1
MUSI 274C	Applied Music III *Active*	1
MUSI 274D	Applied Music IV *Active*	1

<u>ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:</u>		<u>UNITS</u>
MUSI 257A	Guitar Ensemble I *Active*	1
MUSI 257B	Guitar Ensemble II *Active*	1
MUSI 257C	Guitar Ensemble III *Active*	1
MUSI 257D	Guitar Ensemble IV *Active*	1
MUSI 259A	Choir I *Active*	1
MUSI 259B	Choir II *Active*	1
MUSI 259C	Choir III *Active*	1
MUSI 259D	Choir IV *Active*	1
MUSI 261A	World Music Ensemble I *Active*	1
MUSI 261B	World Music Ensemble II *Active*	1
MUSI 261C	World Music Ensemble III *Active*	1
MUSI 261D	World Music Ensemble IV *Active*	1
MUSI 262A	Jazz Big Band I *Active*	1
MUSI 262B	Jazz Big Band II *Active*	1
MUSI 262C	Jazz Big Band III *Active*	1
MUSI 262D	Jazz Big Band IV *Active*	1
MUSI 264A	Jazz Ensemble I *Active*	1
MUSI 264B	Jazz Ensemble II *Active*	1
MUSI 264C	Jazz Ensemble III *Active*	1
MUSI 264D	Jazz Ensemble IV *Active*	1

<u>CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:</u>		<u>UNITS</u>
MUSI 100	Introduction to Music *Active*	3
MUSI 190	Introduction to Audio Technology *Active*	3
MUSI 124A	Piano Class I *Active*	1
MUSI 124B	Piano Class II *Active*	1
MUSI 224A	Piano Class III *Active*	1

DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 1004.00

State Approval (Unique) Code: 41406

Subject Area: Music

Program Area: Music

Report Run: 11/07/2022 1:18 PM

Program ID: 4461

Previous Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed: Program Revision

Proposal Originator: Dr. N. Scott Robinson

Origination

Date: 02/04/2020

Proposed Start: Fall 2021

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Degree previously CIC approved, but never state approved and active.

Attached Documents:

[AAT Music Narrative 3/19/20](#)

[TMC Music Template 3/19/20](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

Program Description:

Current Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed: Program Revision

Proposal Originator: Dr. N. Scott Robinson

Origination

Date: 09/26/2022

Proposed Start: Fall 2024

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Updated to remove deactivated courses from required electives: MUSI 248B & MUSI 269B

Attached Documents:

[TMC Music Template](#)

[AAT MUSIC NARRATIVE](#)

[Assist Mesa Music AAT](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Electronic Music Studio *Historical*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 248B	Music Theory IV *Active*		3
MUSI 269B	Ear Training IV *Active*		1

Total Units

23 - 24

DATES & CODES

CIC Approval: 11/12/2020

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Introduction to Audio Technology *Active*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1

Total Units

23 - 24

DATES & CODES

CIC Approval:

Board Approval:

TOP Code: 1004.00

Board Approval: 12/17/2020
State Approval: 10/26/2021

Subject Area: Music
Program Area: Music

TOP Code: 1004.00
State Approval (Unique) Code: 41406

Report Run: 11/07/2022 1:18 PM
Program ID: 4120

State Approval:

Subject Area: Music
Program Area: Music

State Approval (Unique) Code: 41406

Report Run: 11/07/2022 1:18 PM
Program ID: 4461

Previous Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:02/04/2020

Proposed Start:Fall 2021

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Degree previously CIC approved, but never state approved and active.

Attached Documents:

[AAT Music Narrative 3/19/20](#)

[TMC Music Template 3/19/20](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

- A minimum of 18 semester or 27 quarter units.
- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

Program Description:

Current Report

MESA - MUSIC - ASSOCIATE IN ARTS FOR TRANSFER DEGREE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Compliance with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749).

Note: Updated to remove deactivated courses from required electives: MUSI 248B & MUSI 269B

Attached Documents:

[TMC Music Template](#)

[AAT MUSIC NARRATIVE](#)

[Assist Mesa Music AAT](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Associate in Arts for Transfer in Music is intended for students who plan to complete a bachelor's degree in Music or a related major in the California State University (CSU) system. It is accepted by some but not all CSU campuses. Students who complete this degree and transfer to a participating CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree.

Note: Students who plan to complete this degree should consult a counselor and visit www.assist.org for additional information about participating CSU campuses as well as university admission, degree and transfer requirements.

Award Notes:

Students are required to complete 60 semester CSU transferable units, with a minimum overall grade point average of 2.0, to include the following:

Major:

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- A minimum grade of "C" (or "P") for each course in the major. Students should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

General Education: Complete one of the following general education options:

- The California State University General Education Breadth (CSUGE-B) pattern.
- The Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Electives, as needed, to meet the 60 semester or 90 quarter CSU transferable units required for the degree.

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Electronic Music Studio *Historical*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 248B	Music Theory IV *Active*		3
MUSI 269B	Ear Training IV *Active*		1

Total Units 23 - 24

DATES & CODES

CIC Approval: 11/12/2020

Program Description:

The Music Associate in Arts for Transfer degree is designed to prepare students to meet the California State University transfer admission requirements.

Program Goals:

The purpose of this Associate in Arts degree program in Music is to offer an organized course of study that will prepare students intending to major in Music at the California State University.

Program Emphasis:

The Music Associate in Arts for Transfer program emphasizes preparation for the major in Music at the California State University

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 274A	Applied Music I *Active*		1
MUSI 274B	Applied Music II *Active*		1
MUSI 274C	Applied Music III *Active*		1
MUSI 274D	Applied Music IV *Active*		1

ENSEMBLES: SELECT 4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 257A	Guitar Ensemble I *Active*		1
MUSI 257B	Guitar Ensemble II *Active*		1
MUSI 257C	Guitar Ensemble III *Active*		1
MUSI 257D	Guitar Ensemble IV *Active*		1
MUSI 259A	Choir I *Active*		1
MUSI 259B	Choir II *Active*		1
MUSI 259C	Choir III *Active*		1
MUSI 259D	Choir IV *Active*		1
MUSI 261A	World Music Ensemble I *Active*		1
MUSI 261B	World Music Ensemble II *Active*		1
MUSI 261C	World Music Ensemble III *Active*		1
MUSI 261D	World Music Ensemble IV *Active*		1
MUSI 262A	Jazz Big Band I *Active*		1
MUSI 262B	Jazz Big Band II *Active*		1
MUSI 262C	Jazz Big Band III *Active*		1
MUSI 262D	Jazz Big Band IV *Active*		1
MUSI 264A	Jazz Ensemble I *Active*		1
MUSI 264B	Jazz Ensemble II *Active*		1
MUSI 264C	Jazz Ensemble III *Active*		1
MUSI 264D	Jazz Ensemble IV *Active*		1

CATEGORY A: SELECT 3-4 UNITS FROM THE FOLLOWING:			UNITS
MUSI 100	Introduction to Music *Active*		3
MUSI 190	Introduction to Audio Technology *Active*		3
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1

Total Units 23 - 24

DATES & CODES

CIC Approval:

Board Approval:

TOP Code: 1004.00

Board Approval: 12/17/2020
State Approval: 10/26/2021

Subject Area: Music
Program Area: Music

TOP Code: 1004.00
State Approval (Unique) Code: 41406

Report Run: 11/07/2022 1:18 PM
Program ID: 4120

State Approval:

Subject Area: Music
Program Area: Music

State Approval (Unique) Code: 41406

Report Run: 11/07/2022 1:18 PM
Program ID: 4461

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Program revision to remove MUSI 248B and MUSI 269B (being deactivated). Reduce from 22 to 18 units.

Attached Documents:

[CA Music Theory Narrative](#)

[Assist CA Music Theory](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:		UNITS
MUSI 124A	Piano Class I *Active*	1
MUSI 124B	Piano Class II *Active*	1
MUSI 224A	Piano Class III *Active*	1
MUSI 150A	Basic Musicianship *Active*	3
MUSI 148A	Music Theory I *Active*	3
MUSI 148B	Music Theory II *Active*	3
MUSI 248A	Music Theory III *Active*	3
MUSI 268A	Ear Training I *Active*	1
MUSI 268B	Ear Training II *Active*	1
MUSI 269A	Ear Training III *Active*	1

Total Units	18
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DATES & CODES

CIC Approval:

Board Approval:

TOP Code: 1004.00

State Approval:

State Approval (Unique) Code: 38962

Subject Area: Music
Program Area: Music

Report Run: 11/07/2022 1:18 PM
Program ID: 4459

Previous Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:02/03/2020

Proposed Start:Fall 2021

Need for Proposal:

Program revision to reflect course renumbering (MUSI 116A/B/216A to 124A/B/224A; 158A/B/258A/B to 148A/B/248A/B) resulting in a decrease from 29 to 22 units.

Attached Documents:

[CA Music Theory Assist](#)

[CA Music Theory Narrative](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 248B	Music Theory IV *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 269B	Ear Training IV *Active*		1

Total Units

22

Current Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Program revision to remove MUSI 248B and MUSI 269B (being deactivated). Reduce from 22 to 18 units.

Attached Documents:

[CA Music Theory Narrative](#)

[Assist CA Music Theory](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1

Total Units

18

DATES & CODES

CIC Approval:

DATES & CODES

CIC Approval: 11/12/2020
Board Approval: 12/17/2020
State Approval: 02/03/2021

Subject Area: Music
Program Area: Music

TOP Code: 1004.00
State Approval (Unique) Code: 38962

Report Run: 11/07/2022 1:18 PM
Program ID: 4115

Board Approval:
State Approval:

Subject Area: Music
Program Area: Music

TOP Code: 1004.00
State Approval (Unique) Code: 38962

Report Run: 11/07/2022 1:19 PM
Program ID: 4459

Previous Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:02/03/2020

Proposed Start:Fall 2021

Need for Proposal:

Program revision to reflect course renumbering (MUSI 116A/B/216A to 124A/B/224A; 158A/B/258A/B to 148A/B/248A/B) resulting in a decrease from 29 to 22 units.

Attached Documents:

[CA Music Theory Assist](#)

[CA Music Theory Narrative](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 248B	Music Theory IV *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1
MUSI 269B	Ear Training IV *Active*		1

Total Units

22

Current Report

MESA - MUSIC THEORY - CERTIFICATE OF ACHIEVEMENT

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Dr. N. Scott Robinson

Origination

Date:09/26/2022

Proposed Start:Fall 2024

Need for Proposal:

Program revision to remove MUSI 248B and MUSI 269B (being deactivated). Reduce from 22 to 18 units.

Attached Documents:

[CA Music Theory Narrative](#)

[Assist CA Music Theory](#)

PROGRAM & AWARD INFORMATION

Award Description:

The Certificate of Achievement in Music Theory certifies that the student has completed the core course work in Music Theory and has demonstrated an operational understanding of music theory skills.

Award Notes:

Program Description:

The academic program in Music is designed to provide students with the sequenced fundamental skills for most musical pursuits for a transfer to a 4 year degree with a major in Music Performance (Classical or Jazz), non-performing music major or those seeking a career in the music industry.

Program Goals:

The academic program in Music will prepare students to transfer to 4 year universities as a music major (performance or non-performance) and to develop basic skills that relate to careers in the music industry.

Program Emphasis:

Career Options:

COURSES REQUIRED FOR THE MAJOR:			UNITS
MUSI 124A	Piano Class I *Active*		1
MUSI 124B	Piano Class II *Active*		1
MUSI 224A	Piano Class III *Active*		1
MUSI 150A	Basic Musicianship *Active*		3
MUSI 148A	Music Theory I *Active*		3
MUSI 148B	Music Theory II *Active*		3
MUSI 248A	Music Theory III *Active*		3
MUSI 268A	Ear Training I *Active*		1
MUSI 268B	Ear Training II *Active*		1
MUSI 269A	Ear Training III *Active*		1

Total Units

18

DATES & CODES

CIC Approval:

DATES & CODES

CIC Approval: 11/12/2020
Board Approval: 12/17/2020
State Approval: 02/03/2021

TOP Code: 1004.00
State Approval (Unique) Code: 38962

Subject Area: Music
Program Area: Music

Report Run: 11/07/2022 1:18 PM
Program ID: 4115

Board Approval:
State Approval:

Subject Area: Music
Program Area: Music

TOP Code: 1004.00
State Approval (Unique) Code: 38962

Report Run: 11/07/2022 1:19 PM
Program ID: 4459

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination

Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

City College no longer plans to offer this award. Courses are being deactivated with effective date Fall 2024.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 122	Sports Management *Active*	3
BUSE 124	Sports Sales *Active*	3

<u>SELECT ONE COURSE FROM THE FOLLOWING:</u>		<u>UNITS</u>
BUSE 092	Introduction to Business Communication *Active*	3
or BUSE 119	Business Communications *Active*	3
BUSE 102	Introduction to Customer Service *Active*	3
MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units	9
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM

Program ID: 4424

Previous Report

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Shana Carr

Origination Date:09/16/2015

Proposed Start:Fall 2017

Need for Proposal:

Add BUSE 092 as option for major courses.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

	UNITS
BUSE 122 Sports Management *Active*	3
BUSE 124 Sports Sales *Active*	3

SELECT ONE COURSE FROM THE FOLLOWING:

UNITS

Current Report

CITY - SPORTS MANAGEMENT - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination

Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

City College no longer plans to offer this award. Courses are being deactivated with effective date Fall 2024.

PROGRAM & AWARD INFORMATION

Award Description:

Award Notes:

This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

This program provides an in-depth exploration of the sports industry, focusing on sports management and business communication methods. Students learn about sports management topics including sales, marketing, game operations, finances, public relations, communications, and customer service. Emphasis is placed on careers in the sports industry.

Program Goals:

The goal of this program is to provide students with the skills and experience necessary to obtain employment in the sports industry. Students explore sports-specific management, communication, and customer relation topics to better prepare them for this hybrid business profession. There is an increasing demand for qualified individuals in the sports business sector and not currently enough job-ready individuals to fill those openings. Students who successfully complete this Certificate of Performance will be able to understand the qualifications required to enter into a sports-related profession. Students will be able to produce specific sports selling techniques to service customers. Students will be able to properly communicate with customers in a professional manner.

Program Emphasis:

Career Options:

Customer service representative
Sports sales representative
Sports marketing coordinator
Community relations assistant
Volunteer relations assistant
Event relations assistant
Game-day operations assistant
Press office assistant
Sponsorship representative

COURSES REQUIRED FOR THE MAJOR:

	UNITS
BUSE 122 Sports Management *Active*	3
BUSE 124 Sports Sales *Active*	3

	BUSE 092	Introduction to Business Communication *Active*	3
or	BUSE 119	Business Communications *Active*	3
	BUSE 102	Introduction to Customer Service *Active*	3
	MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units	9
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DATES & CODES

CIC Approval: 04/28/2016

Board Approval: 06/09/2016

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM

Program ID: 3173

<u>SELECT ONE COURSE FROM THE FOLLOWING:</u>			<u>UNITS</u>
	BUSE 092	Introduction to Business Communication *Active*	3
or	BUSE 119	Business Communications *Active*	3
	BUSE 102	Introduction to Customer Service *Active*	3
	MARK 105	Professional Selling *Active*	3

The Business Department recommends that students planning to transfer select BUSE 119 instead of BUSE 092.

Total Units	9
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.40

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM

Program ID: 4424

CITY - WORKING EDUCATION* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Meeting - 2017](#)

PROGRAM & AWARD INFORMATION

Award Description:

This certificate is designed for persons who want actual job experience running a small business. Areas of specialization include marketing, operations, accounting, and buying and inventory.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

The goal of the Working Education Certificate of Performance is to provide students the opportunity to:

Gain hands-on experience operating student run, on-campus small businesses

Develop customer service skills

Experience working in teams

Develop marketing strategies for an on-campus, student-run businesses.

Develop practical accounting processes for owning and operating a small business.

Practice merchandising, inventory control and record keeping for the on-campus, student-run businesses.

Program SLO: Demonstrate skill competencies required to operate a small business.

Program Emphasis:

Career Options:

Please note that BUSE 230A, BUSE 230B and BUSE 230C each require concurrent enrollment in a 2-unit, BUSE 270 course.

COURSES REQUIRED FOR THE MAJOR:

UNITS

BUSE 230A Beginning Small Business Operation *Active*

1.5

BUSE 230B	Intermediate Small Business Operation *Active*	1.5
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Total Units	3
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RECOMMENDED ELECTIVES:		UNITS
BUSE 230C	Advanced Small Business Operation *Active*	1.5

DATES & CODES

CIC Approval:
Board Approval:
State Approval:

TOP Code: 0506.00
State Approval (Unique) Code:

Subject Area: Business
Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM
Program ID: 4427

Previous Report

CITY - WORKING EDUCATION* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Revision

Proposal Originator:Shana Carr

Origination

Date:10/06/2015

Proposed Start:Fall 2019

Need for Proposal:

Delete BUSE 245 series and replace with BUSE 230A and BUSE 230B with concurrent enrollment in BUSE 270. No longer offer BUSE 245 series.

Attached Documents:

[Advisory Board Meeting - 2017](#)

PROGRAM & AWARD INFORMATION

Award Description:

This certificate is designed for persons who want actual job experience running a small business. Areas of specialization include marketing, operations, accounting, and buying and inventory.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

The goal of the Working Education Certificate of Performance is to provide students the opportunity to:

Gain hands-on experience operating student run, on-campus small businesses

Develop customer service skills

Experience working in teams

Develop marketing strategies for an on-campus, student-run businesses.

Develop practical accounting processes for owning and operating a small business.

Practice merchandising, inventory control and record keeping for the on-campus, student-run businesses.

Program SLO: Demonstrate skill competencies required to operate a small business.

Program Emphasis:

Career Options:

Current Report

CITY - WORKING EDUCATION* - CERTIFICATE OF PERFORMANCE

PROPOSAL INFORMATION

Action Proposed:Program Deactivation

Proposal Originator:Tania Mustafa

Origination Date:08/30/2022

Proposed Start:Fall 2024

Need for Proposal:

Deactivate award at City College.

Attached Documents:

[Advisory Board Meeting - 2017](#)

PROGRAM & AWARD INFORMATION

Award Description:

This certificate is designed for persons who want actual job experience running a small business. Areas of specialization include marketing, operations, accounting, and buying and inventory.

Award Notes:

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Program Description:

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Specialization include starting and managing a small business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community services projects.

Program Goals:

The goal of the Working Education Certificate of Performance is to provide students the opportunity to:

Gain hands-on experience operating student run, on-campus small businesses

Develop customer service skills

Experience working in teams

Develop marketing strategies for an on-campus, student-run businesses.

Develop practical accounting processes for owning and operating a small business.

Practice merchandising, inventory control and record keeping for the on-campus, student-run businesses.

Program SLO: Demonstrate skill competencies required to operate a small business.

Program Emphasis:

Career Options:

Please note that BUSE 230A, BUSE 230B and BUSE 230C each require concurrent enrollment in a 2-unit, BUSE 270 course.

COURSES REQUIRED FOR THE MAJOR:

UNITS

Please note that BUSE 230A, BUSE 230B and BUSE 230C each require concurrent enrollment in a 2-unit, BUSE 270 course.

COURSES REQUIRED FOR THE MAJOR:		UNITS
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BUSE 230A	Beginning Small Business Operation *Active*	1.5
BUSE 230B	Intermediate Small Business Operation *Active*	1.5

Total Units	3
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RECOMMENDED ELECTIVES:		UNITS
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BUSE 230C	Advanced Small Business Operation *Active*	1.5
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DATES & CODES

CIC Approval: 05/10/2018

Board Approval: 06/07/2018

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM

Program ID: 3197

BUSE 230A	Beginning Small Business Operation *Active*	1.5
BUSE 230B	Intermediate Small Business Operation *Active*	1.5

Total Units	3
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RECOMMENDED ELECTIVES:		UNITS
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BUSE 230C	Advanced Small Business Operation *Active*	1.5
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DATES & CODES

CIC Approval:

Board Approval:

State Approval:

TOP Code: 0506.00

State Approval (Unique) Code:

Subject Area: Business

Program Area: Business Studies

Report Run: 11/07/2022 1:19 PM

Program ID: 4427