

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: October 8, 2012
 FROM: Monica Porter, Chair
 TO: Curriculum & Instruction Council
 RE: Minutes of Meeting of October 8, 2012
 2:00 pm, SAC Foundation Board Room, S – 215

Present: B. Birnbaun, P. Canzona, J. Coffman, M. Colunga, B. Courter, D. Gilmour, G. Giroux, D. Kanzler, B. Kehlenbach, J. Lopez, L. Pedroza, M. Porter, L. Rose, K. Ross, C. Takahashi, J. Vercelli, D. Vu.

Guests: C. Carrera, A. Dooly, H. Kim, C. Kosko, B. Sos, S. Turner.

1. MINUTES OF MEETING OF SEPTEMBER 24, 2012 APPROVED
2. TECHNICAL COMMITTEE ITEMS (See Attachment) APPROVED
3. CURRICULUM ITEMS (See Attachment) APPROVED AS AMENDED
4. SECOND READING–POLICY FOR TEMPORARY SUSPENSION OF COURSES POSTPONED
 The council suggested that further discussion is needed to clarify implications for articulation by labeling courses ‘on hiatus’ in the course catalog. Motion was made and seconded to postpone the vote on this item. Dr. Rose recommended that a spreadsheet/table should be created to keep track of all suspended courses. Monica will follow up on this issue and report back to the council.
5. ARTICULATION OFFICER REPORT INFORMATION
 No report
6. ACCREDITATION REPORT INFORMATION
 No report
7. CURRICUNET UPDATE INFORMATION
 The council recommended that policy change forms (Plan A, B and C) should be accessible in CurricuNET under “Supplemental Forms”.

8. OTHER

Monica informed the council about the upcoming Discipline Input Group Meetings (DIGs) for new TMC development on Friday, November 2 at the Doubletree Hotel located in Anaheim. The discipline faculty and articulation officers are highly recommended to attend this meeting pertaining to the following fields: Child and Adolescent Development, Exercise Science, Graphic Arts/Graphic Design, Health Science, Hospitality/Hotel Management, Nutrition/Food Science/Dietetics, Environmental Science/Studies.

The next meeting is scheduled for Monday, October 22, 2012 at 2:00 p.m., SAC Foundation Board Room, S – 215.

COURSE DELETION

Item #1 was approved.

Humanities

1. German 199, German 199

REVISED COURSES

Items #2 through #3 were approved.

Counseling

2. Counseling 124, College Success and Personal Growth
(TMI Form added)

Science, Math and Health Sciences

3. Biology 109, Fundamentals of Biology
(TMI Form added)

**REVISED COURSES WITH SLO – NO CHANGE TO CATALOG AND CLASS
SCHEDULE DESCRIPTION**

Items #4 through #9 were approved.

Counseling

4. Counseling 155, Skills for the Helping Professions

Science, Math and Health Sciences

5. Mathematics N47A, Pre-Algebra/Algebra Essentials A
6. Medical Assistant 020, Bloodborne and Airborne Pathogen Standards
7. Medical Assistant 051A, Beginning Medical Terminology
8. Medical Assistant 053, Medical Assistant - Administrative Front Office
9. Medical Assistant 056, Computer Applications for the Medical Office

NEW COURSES – FIRST READING

Items #1 through #3 were presented for first reading. The rules for a second reading were suspended, and items #2 and #3 were approved.

Science, Math and Health Science

1. Biology 111, Marine Biology
2. Mathematics 078, Math for Engineering I
3. Mathematics 167, Math for Engineering II

REVISED COURSES – FIRST READING

Items #4 through #14 were presented for first reading.

Fine and Performing Arts

4. Dance 130, Dance Improvisation

Humanities

5. English 098, Topics in English
6. English As a Second Language N49, Reading, Writing, and Grammar I
7. French 198, Topics in French
8. Vietnamese 198, Topics in Vietnamese

Human Services

9. Fire Technology 121, Physical Fitness for Public Safety Personnel

Science, Math and Health Sciences

10. Biology 211, Cellular and Molecular Biology
11. Mathematics N47B, Pre-Algebra/Algebra Essentials B
12. Mathematics N48, Pre-Algebra/Algebra Basics
13. Medical Assistant 098, Topic Course

Student Services

14. Study Skills 109, College Learning Skills

REVISED PROGRAMS – SECOND READING

Item #15 was deferred and item #16 was approved.

Human Services

15. Public Fire Service Option Degree (sac.ftpfs.as) and Certificate (sac.ftpfs.ca)

Science, Math and Health Sciences

16. Medical Assistant - Administrative / Clinical Degree (sac.ma.as)

TECHNICAL COMMITTEE REPORT

OCTOBER 22, 2012

COURSE DELETIONS

Business

1. Computer Science 111, Introduction to Computer Organization

Fine and Performing Arts

2. Communications & Media Studies 123, News Media Production
3. Dance 109, Pilates Conditioning
4. Music 180, String Methods

Continuing Education

5. Health & Safety 850, Emergency Planning and Safety
6. Health & Safety 878, Healthy Moves for Healthy Lives
7. Health & Safety 879, Living Healthy Lives
8. Health & Safety 898, Substance Abuse
9. Health/First Aid 900, Topics
10. Parenting 150, Topics
11. Parent Education 527, Pre-Kindergarten "Parent and Me" Training
12. Parent Education 532, Effective Parenting
13. Parent Education 533, Parent Education
14. Parent Education 544, Preparation for Childbirth
15. Substantial Disabilities 200, Issues and Concepts for Adults with Developmental Disabilities
16. Substantial Disabilities 781, Basic Academic Skills for Adults with Developmental Disabilities
17. Substantial Disabilities 787, Employment Preparation for Adults with Developmental Disabilities
18. Substantial Disabilities 793, Physical Activities for Adults with Developmental Disabilities
19. Vocational Assembly 100, Topics in Assembly and Packaging
20. Vocational Business 109, Introduction to Desktop Video Editing Using Adobe Premiere
21. Vocational Business 117, Introduction to Document Processing Using Adobe Acrobat
22. Vocational Business 242, Introduction to Vector Graphics using Adobe Illustrator
23. Vocational Business 302, Introduction to Web Page Development Using HTML
24. Vocational Food 100, Topics in Food Services
25. Vocational Health 892, Nursing Boot Camp
26. Vocational Hospitality 100, Topics in Hospitality Programs
27. Vocational Retail 100, Topics in Retail Sales

PROGRAM DELETIONS

Continuing Education

28. ESL Certificate of Completion
29. ESL Beginning A Certificate of Completion
30. ESL Beginning B Certificate of Completion
31. ESL Job Skills Certificate of Completion
32. ESL Beginning Job Skills Certificate of Completion
33. ESL Intermediate A Job Skills Certificate of Completion
34. ESL Intermediate B Job Skills Certificate of Completion
35. ESL Beginning Enhanced Certificate of Completion
36. ESL Intermediate Communication Skills Certificate of Completion

REVISED COURSES

Fine and Performing Arts

37. Interdisciplinary Studies 121, Humanities Through the Arts
(TMI form added; SLO)

Human Services and Technology

38. Automotive Technology 002, Essentials
(SAM code changed from D to C)
39. Automotive Technology 008, Oxyacetylene-Arc Welding
(SAM code changed from D to C)
40. Automotive Technology 025, A-6 Alternative Course--Electrical Systems
(Repeatability changed from R3 to NR)
41. Automotive Technology 033, A-8 Alternative Course--Engine Performance
(Repeatability changed from R3 to NR)
42. Automotive Technology 076, Engine Repair
(SAM code changed from D to C; Course Material updated)
43. Automotive Technology 085, Basic Clean Air Car Course
(Repeatability changed from R3 to NR)
44. Automotive Technology 086, Advanced Clean Air Car Course
(SAM code changed from C to B and Repeatability changed from R3 to NR)
45. Diesel 008, Oxyacetylene-Arc Welding
(SAM code changed from D to C)
46. Diesel 013, Allison Transmission Service
(Repeatability changed from R3 to NR)
47. Diesel 051, Thermo King Truck & Trailer Unit Service
(Repeatability changed from R3 to NR)
48. Diesel 055, Marine Container Refrigeration
(Repeatability changed from R3 to NR)

49. Diesel 068, Transit Vehicle Engines
(Repeatability changed from R1 to NR)
50. Diesel 069, Paratransit Driver Training
(Repeatability changed from R1 to NR)
51. Diesel 070, Bus Driver Training
(Repeatability changed from R1 to NR)
52. Diesel 071, Introduction to Coach Operations
(Repeatability changed from R1 to NR)
53. Diesel 072, Transit Vehicle Electrical Systems
(Repeatability changed from R1 to NR)
54. Diesel 073, Transit Vehicle Air Systems
(Repeatability changed from R1 to NR)
55. Diesel 075 Transit Vehicle Automatic Transmissions
(Repeatability changed from R1 to NR)
56. Diesel 077, Transit Vehicle Heating, Ventilation, Air Conditioning
(Repeatability changed from R3 to NR)
57. Diesel 078, Transit Vehicle Drive Train Suspension
(Repeatability changed from R1 to NR)
58. Diesel 079, Transit Vehicle Wheelchair Lifts
(Repeatability changed from R1 to NR)
59. Diesel 080, Transit Vehicle Air Brake Systems
(Repeatability changed from R1 to NR)
60. Human Development 208, Working with Families of Children with Special Needs
(SAM code changed from D to B)
61. Human Development 220, The Child as Victim
(SAM code changed from D to C)
62. Manufacturing Technology 074, CNC Milling Center Set Up and Operation
(Repeatability changed from R3 to NR; Course Material added; SLO)
63. Manufacturing Technology 076, CNC Turning Center Set Up and Operation
(Repeatability changed from R1 to NR; Course Material added; SLO)
64. Manufacturing Technology 084, Advanced CNC Mill Set Up and Operation
(Repeatability changed from R1 to NR; Course Material added; SLO)
65. Manufacturing Technology 086, Advanced CNC Lathe Programming, Setup and Operation
(Repeatability changed from R1 to NR; Course Material added; SLO)
66. Manufacturing Technology 094, CNC Horizontal Mill Setup and Operation
(Repeatability changed from R1 to NR; Course Material added; SLO)
67. Nutrition & Food 062, Basic Techniques of Cooking
(SAM code changed from D to C)
68. Welding 008, Oxyacetylene-Arc Welding
(SAM code changed from D to C)

Continuing Education

69. ESL 408, ESL/Family Literacy Intermediate 1
(Transfer code changed from N/A to C)

- 70. ESL 409, ESL/Family Literacy Intermediate 2
(Transfer code changed from N/A to C)
- 71. ESL 460, Intermediate ESL 1
(Transfer code changed from N/A to C)
- 72. ESL 470, Intermediate ESL 2
(Transfer code changed from N/A to C)
- 73. ESL 480, Intermediate ESL 3
(Transfer code changed from N/A to C)
- 74. ESL 711, Academic ESL Intermediate 1
(Transfer code changed from N/A to C)
- 75. ESL 712, Academic ESL Intermediate 2
(Transfer code changed from N/A to C)
- 76. ESL 713, Academic ESL Intermediate 3
(Transfer code changed from N/A to C)

**REVISED COURSES WITH SLO – NO CHANGE TO CATALOG AND CLASS
SCHEDULE DESCRIPTION**

Humanities and Social Sciences

- 77. History 146, African American History from 1863 to the Present
- 78. Spanish N51, Spanish for Public Personnel
- 79. Women's Studies 101, Introduction to Women's Studies
- 80. Women's Studies 102, Women in America: Work, Family, Self

Human Services and Technology

- 81. Manufacturing Technology 114, Geometric Dimensioning and Tolerancing

Continuing Education

- 82. Parent Education 528, Increasing Parent Awareness of U.S. Schools

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Computer Science 111, Introduction to Computer Organization
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Computer Science
Course Number	111
Course Title	Introduction to Computer Organization
Former Title	
Units	4
Lecture Hours	64
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Presents the organization and structure of computers at hardware and software levels: analysis and synthesis of combinatorial and sequential logic, data representation and manipulation, language structures and translation, and process administration and management. Recommended preparation: Computer Science 121 or equivalent.

Budget Unit

Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	
Topics Course	No
Open Entry/Exit	No
Grading Options	
Curriculum Office Use Only.	

Department Chair Approval Date: 05/15/12 by: Bruce Nichols

Divison Chair Approval Date: 10/08/12 by: Craig Takahashi

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

<u>Hours</u>	<u>Topic</u>
4	Levels of abstraction, high-level language semantics
8	Physical data representation level
8	Machine language level
8	Assembly language level
5	High-level to assembly compilation
3	Compiler design
8	OS level: process management
4	OS level: storage management
8	Hardware level: combinational circuits
8	Hardware level: sequential circuits Includes

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

1. -

1. Students will listen attentively during class to both the instructor and their peers during lecture and discussion activities.
2. Students will actively participate in classroom discussions utilizing the appropriate vocabulary when asking and answering questions.
3. Students will use a text book with an appropriate level of reading and will seek help with difficult or unfamiliar materials.
4. Students will take notes during lecture and discussion and utilize those notes when completing homework and preparing for exams.
5. Students will utilize effective written communications on their homework assignments and when taking exams.

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Communications & Media Studies 123, News Media Production
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	123
Course Title	News Media Production
Former Title	Print and Digital News Production or Newspaper Production
Units	4
Lecture Hours	64
Laboratory Hours	160
Arranged Hours	None
Total Semester Contact Hours	None

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)

Prerequisite
None

CATALOG DESCRIPTION

A production-based course designed around a functioning media organization, providing students practical training in print, digital and Web-based media through work as members of the campus newspaper and its various forms. Students utilize a digital laboratory to develop skills in a variety of disciplines, including writing, editing, design, photography, and visual reporting. Completion of Journalism 121 recommended.

Budget Unit	<u>15530</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3
TOPS Code	
Topics Course	No
Open Entry/Exit	No
Grading Options	
Curriculum Office Use Only.	

Department Chair Approval Date: 09/18/12 by: Charles Little
Divison Chair Approval Date: 10/04/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)
A large portion of each laboratory session is devoted to the production of the student newspaper, in both print and digital forms, and implementing the techniques presented in course lectures. Student editors lead all planning sessions and Editorial Board meetings. The adviser is present at all but closed editorial meetings; however no prior restraint of the student press is advised, and the Journalism Department recognizes that the 1st Amendment and the 14th Amendment to the U.S. Constitution protect the rights of the students to free speech and free press. The Journalism Department also recognizes and respects California Law

and statutes protecting student media from prior restraint, censorship and attempts to intimidate/influence editorial control. The Journalism Department follows all doctrines of the U.S. Constitution, the guidelines and rulings of the U. S. Supreme Court as they pertain to media and press law, student press rights, and freedom of speech, censorship, prior restraint and individual freedoms.

The Journalism Department practices and endorses the following codes of journalism: The Journalism Association of Community College's press code, The American Association of University Professors Bill of Rights for Press Freedoms, The Society of Professional Journalists code of ethics, The American Newspaper Publishers Association code of ethics, The Associated Collegiate Press and College Media Adviser's rules doctrines and bylaws, The Community College Journalism Association's rules, codes and bylaws.

1. 9 lec. 20 lab. Lecture: Media law and ethics.

Explores the First and fourteenth amendments and their relation to media law and ethics.

Stresses Student Press Law Center access and California Newspaper Publisher's Association media rules regarding the Ralph M. Brown Act - California's Sunshine Law, public Records Act and public access.

2. 9 lec. 10 lab. Lecture: Reporters and editors as leaders.

Emphasizes the journalists as an agent of change in the community, reportorial etiquette and social responsibility.

3. 10 lec. 30 lab. Lecture: Copy editing, style, grammar and usage in a digital age.

Explores application of Associated Press Style and media writing. Emphasizes grammar, usage and copy editing techniques for media convergence.

4. 6 lec. 20 lab. Lecture: The power and substance of headlines.

Emphasizes the grammatical and visual structure of the modern headline. Stresses use of nut graphs, drop heads, sub-decks, rails and visual cues.

5. 9 lec. 20 lab. Lecture: Designing for print and digital media.

Explores modern newspaper design and page architecture, stressing grid, modular, contrast and balance and formal balance theories.

6. 6 lec. 10 lab. Lecture: Graphics reporting for print and digital media.

Emphasizes utilization of color, informational graphics, illustration, photography/visual communication, polls and other visual applications for media.

7. 9 lec. 30 lab. Lecture: the value and application of typography.

Explores the history and development of typography in modern design, stressing the use of display type, kerning, tracking and leading with digital design packages.

8. 6 lec. 20 lab. Lecture: Digital editing for photos and video.

Emphasizes the role of the visual journalist in the digital age. Ethical limits of image editing, fairness in visual reporting techniques.

*NOTE: Course content varies based on editorial, reportorial and leadership responsibilities.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

A daily newspaper.

Websites.

Local television and news radio.

Other:

None

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Dance 109, Pilates Conditioning

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance
Course Number	109
Course Title	Pilates Conditioning
Former Title	
Units	0.5
Lecture Hours	4
Laboratory Hours	12
Arranged Hours	None
Total Semester Contact Hours	16

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Using exercises designed by Joseph Pilates, students develop strength, stability, coordination and control in the core muscles of the body. Applicable for dance, sports and general conditioning.

Budget Unit	15520
Classification Code	Y
Transfer Code	C -Not transferable
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	P/NP Only

Curriculum Office Use Only.

Department Chair Approval Date: 05/10/0201/11-12 by: Eve Kikawa
 Divison Chair Approval Date: 05/10/0204/11-12 by: ~~Sylvia Turner~~ Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date: 05/09/2011

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1.Introduction and pre-test for level of fitness	1 lab	
2.Dance conditioning and technique preparation. Pilates mat exercises: The Hundred, Roll Up, Roll Over, Leg Circles, Rolling Like a Ball, Single-Leg Stretch, Double-Leg Stretch, Spine Stretch, Open Leg Rocker I,II, Corkscrew I,II,III, The Saw, Swan Dive I,II, Single-Leg Kick, Double-Leg Kick, Rest Position, Neck Pull, Scissors, Bicycle, Shoulder bBridge, Spine Twist, Jackknife, Side Kick I,II, Lift, Teaser I,II,III, Hip Circles, Leg Pull, Leg Pull Front, Twist I,II Swimming, Boomerang, Seal, Control Balance, Push-Up	10 lab	A. Learn conditioning exercises and develop strength, control, coordination in core muscles in abdomen and torso. B. Develop discipline and concentration
3.Lecture and discussion	4 lec	A. Pilates approach to dance conditioning. Understanding the six guiding principles control, center, breath, flow, precision, and concentration. B. How to modify exercises for level of fitness, injuries or other chronic problems. C. How Pilates conditioning applies to movement techniques D. Introduction to Pilates Reformer equipment
4. Final Test and evaluation	1 lab	Self and instructor evaluation

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Music 180, String Methods

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music
Course Number	180
Course Title	String Methods
Former Title	
Units	1
Lecture Hours	16
Laboratory Hours	16
Arranged Hours	None
Total Semester Contact Hours	None

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite

None

CATALOG DESCRIPTION

Instruction on violin, viola, cello or string bass in an ensemble setting at the beginning and intermediate levels. Fundamental skills developed through rehearsal and in-class performance of technical exercises and beginning orchestral repertoire.

Budget Unit

Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3
TOPS Code	100400 - Music
Topics Course	No
Open Entry/Exit	No

Grading Options

Curriculum Office Use Only.

Department Chair Approval Date: 09/13/12 by: Brian Kehlenbach

Division Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. **2 lec. 2 lab.** Introduction to basic music notation and orientation to instruments.
Students choose an instrument and learn basic methods of sound production. Students also learn to interpret notation on the printed page.
2. **2 lec. 2 lab.** Basic fingering techniques for notes and scales in the lower positions.
Students learn warm-up techniques and the fingering patterns of notes within the easiest octave on their respective instruments. Students must learn rudimentary exercises and simple pieces that are to be performed in class within the context of small groups.
3. **2 lec. 2 lab.** Ensemble playing techniques.
Students learn rehearsal techniques for playing rudimentary pieces and exercises as part of an ensemble.
4. **5 lec. 5 lab.** Instrumental repertoire.
Students learn instrumental ensemble pieces of increasing difficulty through ensemble rehearsal and individual practice.
5. **3 lec. 3 lab.** More instrumental repertoire. More advanced technical studies.
Students continue learning repertoire for ensemble playing. In addition, they learn more advanced technical exercises that include major scales, counting techniques including eighth and dotted eighth notes and major scale patterns. In addition, students learn techniques that are specific to their chosen instruments to expand their range and endurance.
6. **2 lec. 2 lab.** Introduction to solo instrumental repertoire.
Students practice and learn pieces that involve solo playing or playing as soloists within the ensemble.

Lecture sessions: Instructor explains and demonstrates basic music notation, instrumental technique, fingering, rhythmic concepts, and music theory. Instructor also will lead class discussions of various aspects of ensemble playing, solo playing and music theory concepts.

Lab sessions: Lab sessions will consist of rehearsal and performance of technical exercises, finger patterns, rhythmic drills, and ensemble pieces. This is a repeatable class. Upon subsequent repetitions of this class, students will be expected to learn ensemble and solo pieces of increasing difficulty. Students repeating this class must also advance to higher levels of technique through exercises of increasing difficulty, including major scales and other exercises appropriate to their chosen instrument. Students who repeat this class are also allowed to study a different instrument than the one chosen in the previous semester.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: HEALTH & SAFETY 850, EMERGENCY PLANNING AND SAFETY

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number HEALTH & SAFETY 850
Course Title Emergency Planning and Safety
Units 0
Class hours 30
Prerequisite: None

Adheres to emergency planning and safety guidelines of appropriate federal, state and county authorities, specifically as it applies to the state of California. This course includes basic guidelines for dealing with emergency situations and handling safety issues arising from natural or man-made causes such as earthquakes, brush fires, home/building fires, freeway travel safety, floods and landslides. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

HEALTH & SAFETY 850, Emergency Planning and Safety, Units: 0 Adheres to emergency planning and safety guidelines of appropriate federal, state and county authorities, specifically as it applies to the state of California. This course includes basic guidelines for dealing with emergency situations and handling safety issues arising from natural or man-made causes such as earthquakes, brush fires, home/building fires, freeway travel safety, floods and landslides. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS Code: 0837.00

Proposed by [Signature] Date: 10/12/12
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10-15-12
Curriculum Council Approval Date Subject ID Number SAFE 850

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code D

DISCIPLINE, NUMBER, TITLE:	HEALTH & SAFETY 850, EMERGENCY PLANNING AND SAFETY
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(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:
 Course Number HEALTH & SAFETY 850
 Course Title Emergency Planning and Safety
 Units 0
 Class Hours 30
 Prerequisite None

Adheres to emergency planning and safety guidelines of appropriate federal, state and county authorities, specifically as it applies to the state of California. This course includes basic guidelines for dealing with emergency situations and handling safety issues arising from natural or man-made causes such as earthquakes, brush fires, home/building fires, freeway travel safety, floods and landslides. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES	N/A
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Yes	X	No		SAC Department Chair	Date	
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Yes	X	No		SCC Department Chair	Date	
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COURSE CONTENT Major Topics	TIME Time Required	OBJECTIVES What Student Will Learn
I. Introduction A. Rationale for Safety Consciousness B. Everyday Risks C. Experience of Others D. Safety Role of Government and Community regarding Disasters and Emergencies E. Personal Safety	3	A. Rationale for Safety Consciousness and the Need for Emergency Planning B. Knowledge of Various Safety Concerns 1. Home 2. School 3. Workplace 4. On the road/loading gas 5. Walking on the sidewalk 6. Parking 7. Playing 8. Swimming 9. Other (public buildings, etc.) C. Knowledge of Appropriate Safety Measures from Experience of Others D. Distinct Roles of City, County, State and Federal Government and Non-Governmental Agencies during Emergencies E. Personal Responsibilities
II. Safety at Home A. Basic Home Safety Concerns	3	A. Major Home Safety Concerns 1. Danger zones 2. Historical/recent incidents, and personal experiences

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: Health and Safety 878; Healthy Moves for Healthy Lives

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Health & Safety 878
Healthy Moves for Healthy Lives
Units: 0
Class hours: 60-400 72
Prerequisite: none

Teaches the importance of fitness for improving energy, mood and physical health. Emphasizes assessment, goal setting, physical activity, and building social support. Techniques in motor movements, coordination, balance, strengthening, stretching and relaxation will be introduced.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

HEALTH & SAFETY 878, HEALTHY MOVES FOR HEALTHY LIVES. 0 credits. Teaches the importance of fitness for improving energy, mood and physical health. Emphasizes assessment, goal setting, physical activity, and building social support. Techniques in motor movements, coordination, balance, strengthening, stretching and relaxation will be introduced.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code X For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction** Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 0837.00

Proposed by [Signature] Date: 10/12/12

Division Dean [Signature] Date: 10-11-12

Curriculum Committee Approval [Signature] Date: 10-15-12

Curriculum Council Approval Date Subject ID Number SAFE 878

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code D

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Health and Safety 878; Healthy Moves for Healthy Lives

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:
 Health & Safety 878
 Healthy Moves for Healthy Lives
 Units: 0
 Class hours: 72
 Prerequisite: none

Teaches the importance of fitness for improving energy, mood and physical health. Emphasizes assessment, goal setting, physical activity, and building social support. Techniques in motor movements, coordination, balance, strengthening, stretching and relaxation will be introduced.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES N/A X

Yes	No	SAC Department Chair _____	Date _____
Yes	No	SCC Department Chair _____	Date _____

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
Personal Assessment	9	Assess personal fitness relative to flexibility, strength and endurance, stress, and mood
Goal Setting and Monitoring	18	Identify personal motivation for achieving performance; set physical and mental fitness goals Learn how to develop a personalized fitness plan
Physiology	9	Learn how exercise alters body functions, preserves flexibility of joints, improves posture, strengthens bones and overcomes tension
Physical Activity Choices	36	Learn exercises for abdomen, arms, head, neck, shoulders, back, legs and feet. Learn how to increase the range of body movements and extend the length of time of exercises Learn how to improve breath capacity muscle tone, strength, and posture Learn how to stretch and strengthen body parts Learn how to focus the mind for relaxation and stress reduction Learn techniques of breathing for overall health maintenance
Total hours:	72	

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: HEALTH AND SAFETY 879, Living Healthy Lives

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number HEALTH AND SAFETY 879

Course Title Living Healthy Lives

Units 0

Class hours 24-48 72

Prerequisite: None

Provides basic information on nutrition and fitness, weight management, diabetes, heart disease, cancer, mental health, substance abuse, sexual education, AIDS and STD's, and pregnancy. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

HEALTH AND SAFETY 879, Living Healthy Lives. 0 units. Provides basic information on nutrition and fitness, weight management, diabetes, heart disease, cancer, mental health, substance abuse, sexual education, AIDS and STD's, and pregnancy. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code X For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 0837.00

Proposed by [Signature] Date: 10-15-2012

Division Dean [Signature] Date: 10-11-12

Curriculum Committee Approval [Signature] Date: 10-15-12

Curriculum Council Approval Date Subject ID Number SAFE 879

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category D

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: HEALTH AND SAFETY 879, Living Healthy Lives

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:Course Number **HEALTH AND SAFETY 879**

Course Title Living Healthy Lives

Units 0

Class hours 72

Prerequisite None

Provides basic information on nutrition and fitness, weight management, diabetes, heart disease, cancer, mental health, substance abuse, sexual education, AIDS and STD's, and pregnancy. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No SAC Department Chair _____ Date _____

Yes No SCC Department Chair _____ Date _____

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
1. Nutrition and Fitness	11 hours	Significance of diet and exercise concepts to improve overall health
2. Weight Management	10 hours	Eating disorders and importance of healthy habits related to weight control
3. Diabetes	10 hours	Types of diabetes, factors, control and complications
4. Heart Disease	10 hours	Prevention, cholesterol types and effects, high blood pressure.
5. Cancer	10 hours	Concept, types, most frequent and importance of early detection
6. Mental Health	10 hours	Concepts, identification and control of stress, depression, anxiety, anger and domestic violence
7. Substance Abuse	10 hours	Effects of alcohol, drugs and tobacco abuse
8. Sexual Education	10 hours	Concepts and legal issues of sexual abuse, abstinence, use of contraceptives, and abortion
9. Aids and Sexually Transmitted Diseases	10 hours	Most common STD's and the stages of AIDS
10. Pregnancy	11 hours	Normal development, prenatal care and body changes
	Total:	
	72 hours	

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: HEALTH AND SAFETY 898, Substance Abuse

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number HEALTH AND SAFETY 898
Course Title Substance Abuse
Units 0
Class hours 30-72
Prerequisite: None
Provides instruction and discussion on the following components: addictive substances, physiology of addiction, stages of addiction, coping strategies, family systems, cognitive/behavioral principles, family relationships and relapse prevention.
Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

HEALTH AND SAFETY 898, Substance Abuse. 0 credits. Provides instruction and discussion on the following components: addictive substances, physiology of addiction, stages of addiction, coping strategies, family systems, cognitive/behavioral principles, family relationships and relapse prevention. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 0837.00

Proposed by [Signature] Date: 10/12/12
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10-15-12
Curriculum Council Approval Date Subject ID Number SAFE 898

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code D

DISCIPLINE, NUMBER, TITLE

HEALTH AND SAFETY 898, Substance Abuse

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: HEALTH AND SAFETY 898
 Course title: Substance Abuse
 Units: 0
 Class hours: 30-72
 Prerequisite: None.

Provides instruction and discussion on the following components: addictive substances, physiology of addiction, stages of addiction, coping strategies, family systems, cognitive/behavioral principles, family relationships and relapse prevention. Open entry/open exit.

			N/A	
Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Introduction/Orientation	3-6	A. Understand the relationship between criminal conduct and substance abuse. B. Describe characteristics of antisocial patterns C. Describe the relationship of environmental vs. genetic, nature vs. nurture D. Understand how pain motivates change and choices
2. Basic Facts About Drugs	3-6	A. Describe how substances affect the body B. Describe addictive personality traits C. Understand the "craving brain."
3. Myths About Drugs/Over the Counter	3-6	A. Describe how different chemicals affect the brain B. List risks of using drugs C. Describe how attitudinal changes and increases in unmanageability affect users
4. Stages of Addiction, Tolerance, Defense	3-6	A. Identify stages of addiction B. Identify defense mechanisms C. List personal triggers
5. Coping Strategies	3-6	A. Describe three or more ways to manage anger B. List stress management techniques C. Recognize own feelings of stress and anger
6. Family Systems	3-6	A. Demonstrate knowledge of developmental stages B. List enabling behaviors C. Demonstrate understanding of adult children of alcoholics
7. Cognitive Behavioral Principles	3-6	A. Understand change process B. Describe cognitive restructuring impact on behavior

NAME, NUMBER, TITLE Health/First Aid 900, Topics

(If name, number or title is being revised, above should reflect the NEW information; (AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL: NEW _____; REVISION WITH _____ W/O _____ CATALOG CHANGES

DELETION X; REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

DIVISION DEAN SIGNATURE C. Gresh

DATE 10-15-12

CATALOG ENTRY (60 word limit; underline changes if a revision)

Health/First Aid 900

Topics

Credits: 0-5.

Class hours: Variable.

Prerequisite: Varies according to Topic.

Specialized courses on topics related to the needs of students in Health/First Aid.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)

[HEALTH/FIRST AID 900, TOPICS.] 0-5 Credits. Specialized courses on topics related to the needs of students in Health/First Aid.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A: Required N/A Elective N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE H TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE H

PREREQUISITE INFORMATION:

NUMBER OF PREREQUISITES REQUIRED 0 TOTAL PREREQUISITE UNITS REQUIRED N/A

PREREQUISITE MESSAGE (Limit to 10 characters) _____ (i.e.: See Catlog)

SUBJECT I.D. 2500/900/00

PROPOSED BY [Signature]

DATE 10/15/12

DIVISION CURR COMMITTEE DATE 10/15/12

CURRICULUM COUNCIL APPROVAL DATE _____

COURSE OUTLINE

(714) 667-3464

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION DIVISION

NUMBER 900 TITLE HEALTH/FIRST AID 900, TOPICS

(formerly) _____

NEW COURSE XX REVISED COURSE _____ DELETE COURSE _____ WITH CATALOG CHANGES _____

REVISION
REQUESTED:
(Check all
that apply)

Number	Title	Description	High School Credits
_____	_____	_____	_____
Hours	Prereq.	Materials	Content
_____	_____	_____	_____
Objectives	Evaluation Plan	_____	
_____	_____	_____	

CATALOG DESCRIPTION:

Varies according to topic. Specialized courses on topics related to the needs of students in health/first aid.

AREA DEAN SIGNATURE _____ DATE _____

CREDITS 0-5 TYPE OF CREDIT Variable TOTAL CLASS HOURS Variable

ARRANGED HOURS Variable PREREQUISITE: Variable according to topic

METHOD OF INSTRUCTION:

- | | |
|--|---|
| <input checked="" type="checkbox"/> lecture, demonstration, discussion | <input checked="" type="checkbox"/> laboratory |
| <input checked="" type="checkbox"/> workshop | <input checked="" type="checkbox"/> computer assisted |

TOP CODE 0837.00

PROPOSED BY _____ DATE _____

REVISED BY _____ DATE _____

DATE SUBMITTED TO CURRICULUM COMMITTEE 12/2/87

NAME, NUMBER, TITLE Parenting 150, Topics

(If name, number or title is being revised, above should reflect the NEW information;)
(AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL: NEW _____; REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X; REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

DIVISION DEAN SIGNATURE Christine L. Lohr DATE 10-15-12

CATALOG ENTRY (60 word limit; underline changes if a revision)

Parent Education 150

Topics

Credits: 0.5.

Class hours: Variable.

Prerequisite: Varies according to topic.

Specialized courses on topics related to the needs of students in Parent Education.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)

[PARENT EDUCATION 150, TOPICS.] 0-5 Credits. Specialized courses on topics related to the needs of students in Parent Education.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A: Required N/A Elective N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE H TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE H

PREREQUISITE INFORMATION:

NUMBER OF PREREQUISITES REQUIRED Variable TOTAL PREREQUISITE UNITS REQUIRED N/A

PREREQUISITE MESSAGE (Limit to 10 characters) _____ (i.e.: See Catlog)

SUBJECT I.D. 5500/150/00 PROPOSED BY Jeanne K. Olander DATE 10/15/12

DIVISION CURR COMMITTEE DATE 10/15/12 CURRICULUM COUNCIL APPROVAL DATE _____

COURSE OUTLINE

(714) 667-3464

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION DIVISION

NUMBER 150 TITLE PARENT EDUCATION 150, TOPICS

(formerly) _____

NEW COURSE XX REVISED COURSE _____ DELETE COURSE _____ WITH CATALOG CHANGES _____

REVISION REQUESTED: (Check all that apply)	Number _____	Title _____	Description _____	High School Credits _____
	Hours _____	Prereq. _____	Materials _____	Content _____
	Objectives _____	Evaluation Plan _____		

CATALOG DESCRIPTION:

Varies according to topic. Specialized courses on topics related to the needs of
students in parent education.

AREA DEAN SIGNATURE _____ DATE _____

CREDITS 0-5 TYPE OF CREDIT Variable TOTAL CLASS HOURS Variable

ARRANGED HOURS Variable PREREQUISITE: Variable according to topic

METHOD OF INSTRUCTION:

<u>X</u> lecture, demonstration, discussion	<u>X</u> laboratory
<u>X</u> workshop	<u>X</u> computer assisted

TOP CODE 2107.30

PROPOSED BY _____ DATE _____

REVISED BY _____ DATE _____

DATE SUBMITTED TO CURRICULUM COMMITTEE _____

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 527, Pre-Kindergarten "Parent and Me" Training

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: Parent Education 527
Course Title Pre-Kindergarten "Parent and Me" Training
Units: 0
Class hours: 22-132 132
Prerequisite: None

Provides the opportunity for parents and others to learn the importance of providing appropriate early childhood experiences and preparing children for a successful kindergarten experience. Topics include school readiness, how to transform children's everyday world into an exciting learning environment, and how to stay positively involved in children's education. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

PARENT EDUCATION 527, Pre-Kindergarten "Parent and Me" Training. 0 units. Provides the opportunity for parents and others to learn the importance of providing appropriate early childhood experiences and preparing children for a successful kindergarten experience. Topics include school readiness, how to transform children's everyday world into an exciting learning environment, and how to stay positively involved in children's education. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 1305.00

Proposed by [Signature] Date: 10/12/2012

Division Dean [Signature] Date: 10-11-12

Curriculum Committee Approval [Signature] Date: 10/15/12

Curriculum Council Approval Date Subject ID Number PRNT-527

Noncredit Category Code: F

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy)

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 527 Pre-Kindergarten "Parent and Me" Training

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Course Number: **PARENT EDUCATION 527**

Course Title: **Pre-Kindergarten "Parent and Me" Training**

Units: **0**

Class hours: **132**

Prerequisite: **None**

Provides the opportunity for parents and others to learn the importance of providing appropriate early childhood experiences and preparing children for a successful kindergarten experience. Topics include school readiness, how to transform children's everyday world into an exciting learning environment, and how to stay positively involved in children's education. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE APPROVAL SHEET #12

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 532, Effective Parenting

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW	REVISION WITH	W/O	CATALOG CHANGES
DELETION <u>X</u>	REVISION WITH	W/O	CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: **PARENT EDUCATION 532**
 Course Title: **Effective Parenting**
 Units: **0**
 Class hours: **45-132-132**
 Prerequisite: **None**

Provides parents with an overview of child development milestones. Includes varied strategies for problem solving, effective communication, positive discipline and child-centered activities. Raises awareness of substance abuse, gangs, suicide and peer pressure. Encourages parents to take an active role to ensure the academic success, health and safety, and social well being of their children. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

PARENTING EDUCATION 532, Effective Parenting. 0 Units. Provides parents with an overview of child development milestones. Includes varied strategies for problem solving, effective communication, positive discipline and child-centered activities. Raises awareness of substance abuse, gangs, suicide and peer pressure. Encourages parents to take an active role to ensure the academic success, health and safety, and social well being of their children. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____

Does this course have arranged hours? Yes No N/A X By course _____

Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____

Co/prerequisite message (10 character limit, (SEE CATALOG) _____

Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A _____ X _____

List departments notified _____

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. **TOP Code: 1305.00**

Proposed by *Julio Vercell* Date: 10/12/12

Division Dean *C. Hahn* Date: 10-11-12

Curriculum Committee Approval *Benny Fain* Date: 10/15/12

Curriculum Council Approval Date _____ Subject ID Number PRNT-532
 Noncredit Category Code: F

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy)

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 532, Effective Parenting

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Course Number: **PARENT EDUCATION 532**

Course Title: **Effective Parenting**

Units: **0**

Class hours: **132**

Prerequisite: **None**

Provides parents with an overview of child development milestones. Includes varied strategies for problem solving, effective communication, positive discipline and child-centered activities. Raises awareness of substance abuse, gangs, suicide and peer pressure. Encourages parents to take an active role to ensure the academic success, health and safety, and social well being of their children. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND
CERTIFICATES

N/A

Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 533, Seminar in Parent Education

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: PARENT EDUCATION 533
Course Title: Seminar in Parent Education
Units: 0
Class hours: 12-45
Prerequisite: None

Provides information and a discussion forum related to current and relevant parent education topics, issues, and/or concerns. Students will use teamwork, research techniques, decision making, and communication skills to enhance learning. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

PARENT EDUCATION 533, Seminar in Parent Education. 0 units.

Provides information and a discussion forum related to current and relevant parent education topics, issues, and/or concerns. Students will use teamwork, research techniques, decision making, and communication skills to enhance learning. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 1305.60

Proposed by [Signature] Date: 10/12/12
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10/15/12

Curriculum Council Approval Date Subject ID Number PRNT 533
Noncredit Category Code: F

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy)

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: **PARENT EDUCATION 533, Parent Education**

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number **PARENT EDUCATION 533**

Course Title **Parent Education**

Units **0**

Class hours: 45

Prerequisite **None**

Provides information and a discussion forum related to current and relevant parent education topics, issues, and/or concerns. Students will use teamwork, research techniques, decision making, and communication skills to enhance learning. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

COURSE CONTENT

Major Topics	Time Required	Student Will Learn How To:
I. Introduction	15	A. Understand the role of ethical behavior B. Learn responsibilities as related to Parenting
A. Ethics		
B. Responsibilities		
II. Skills	30	A. Organize and structure tasks, work individually and/or in teams for effective performance and attainment of goals B. Assess self-awareness, become informed, and build research- and information-processing skills as they relate to current parenting topics and/or concerns C. Outline the use of technological resources to gain access to information D. Apply appropriate problem-solving strategies and critical thinking skills to assist with decision making in parenting-related topics or concerns E. Listen attentively and extend ideas presented through analysis, evaluation and elaboration F. Deliver a relevant presentation or complete a project expressing synthesis of newly discovered information with prior knowledge
A. Interpersonal and Teamwork		
B. Research and Information processing		
C. Technology Tools		
D. Decision Making		
E. Communication		
F. Application		

Total
hours:
45

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 544, Preparation for Childbirth

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: Parent Education 544
Course Title Preparation for Childbirth
Units: 0
Class hours: 18-36 36
Prerequisite: None
Provides prospective parents with information regarding the intellectual, physical, and emotional components of the birth process.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

PARENT EDUCATION 544, Preparation for Childbirth. 0 units. Provides prospective parents with information regarding the intellectual, physical, and emotional components of the birth process.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 1305.60

Proposed by [Signature] Date: 10/12/12
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10/15/12

Curriculum Council Approval Date Subject ID Number PRNT-544
Noncredit Category Code: F

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy)

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 544, Preparation for Childbirth

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Course Number: **Parent Education 544**

Course Title: **Preparation for Childbirth**

Units: **0**

Class hours: **36**

Prerequisite: **None**

Provides prospective parents with information regarding the intellectual, physical, and emotional components of the birth process. Emphasizes exercise techniques for relaxation, labor, birth, and post-natal care. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFI- N/A
CATES

Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 200, Issues and Concepts for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES
* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)
Course Number: SUBSTANTIAL DISABILITIES 200
Course Title: Issues and Concepts for Adults with Developmental Disabilities
Units: 0
Class hours: 180
Prerequisite: None
Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics, such as current events, cultural awareness and health. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)
Substantial Disabilities 200, Issues and Concepts for Adults with Developmental Disabilities.
0 Units. Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics, such as current events, cultural awareness and health. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE
Major Code X For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.30

Proposed by [Signature] Date: 10/12/12
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10/15/12
Curriculum Council Approval Date Subject ID Number SSD 200

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category code E

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 200, Issues and Concepts for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: Substantial Disabilities 200

Course Title: Issues and Concepts for Adults with Developmental Disabilities

Units: 0

Class hours: 180

Prerequisite: None

Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics, such as current events, cultural awareness and health. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	x	No	SAC Department Chair	_____	Date	_____
Yes	x	No	SCC Department Chair	_____	Date	_____

COURSE CONTENT

(Course content, hours, and content objectives)

<u>Major Topics</u>	<u>Time</u>	<u>What The Student Will Learn</u>
1. Communication Skills	60 hours	Methods for increasing positive communication The ability to successfully communicate thoughts and ideas
2. Peer Interaction	60 hours	An appreciation of individual differences To share thoughts and feelings
3. Issues and Topics	60 hours	The student will explore various issues and topics, including but not limited to: <ul style="list-style-type: none"> • Health • Budget • Obtaining new skills • Recreational options • Current local, state, national and world events • Culture

Total 180 hours

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 781, Basic Academic Skills for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: 20781
Course Title: SUBSTANTIAL DISABILITIES 781, Basic Academic Skills for Adults with Developmental Disabilities
Units: 0
Class hours: 180-244
Prerequisite: None
Assists developmentally disabled adults in acquiring knowledge of basic academic skills pertinent to economic and social environment. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

SUBSTANTIAL DISABILITIES 781, Basic Academic Skills for Adults with Developmental Disabilities. 0 Units. Assists developmentally disabled adults in acquiring knowledge of basic academic skills pertinent to economic and social environment. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____
Does this course have arranged hours? Yes No N/A X By course _____
Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____
Co/prerequisite message (10 character limit, (SEE CATALOG) _____
Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A X

List departments notified _____

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: _____ Lecture _____ Laboratory N/A
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.30

Proposed by Julius Escall - Olander Date: 10/12/12
Division Dean C. H. who Date: 10-12-12
Curriculum Committee Approval Henry Kim Date: 10/15/12

Curriculum Council Approval Date _____ Subject ID Number SAFE 781

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code E

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 781, Basic Academic Skills for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

Course Number: 20781

Course Title: SUBSTANTIAL DISABILITIES 781, Basic Academic Skills for Adults with Developmental Disabilities

Units: 0

Class hours: 180-244

Prerequisite: None

Assists developmentally disabled adults in acquiring knowledge of basic academic skills pertinent to economic and social environment. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes	No	SAC Department Chair	<u>N/A</u>	Date	<u> </u>
Yes	No	SCC Department Chair	<u>N/A</u>	Date	<u> </u>

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
I. PRE READING/READING	50 – 60 hours	A. Improve vocabulary skills B. Improve thinking and comprehension skills C. Improve word recognition and reading comprehension skills D. Improve appreciation and enjoyment of reading
II. MATH CONCEPTS	50 – 60 hours	A. Improve upon baseline skills and master whole number problems: addition, subtraction, multiplication, and division B. Manage money; make change; money management activities
III. CURRENT EVENTS	40 – 60 hours	A. Build knowledge of events locally, nationally, and internationally
IV. CULTURAL EVENTS	40 – 64 hours	A. Build awareness of the physical, social and economic makeup of the community

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 787, Employment Preparation for Developmentally Disabled Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

New _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

SUBSTANTIAL DISABILITIES 787
(Formerly Disabled Student Program 787)
Employment Preparation for ~~Developmentally Disabled~~ Adults with Developmental Disabilities
Units: 0
Class hours: ~~Variable~~ 180
Prerequisite: None

Enables Assists developmentally disabled adults with developmental disabilities to attain a higher functional level for the purpose of employment preparation. Teaches skills necessary to establish and maintain productive interpersonal relationships, social interaction, and etiquette related to home, community, and vocational settings. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

SUBSTANTIAL DISABILITIES 787, Employment Preparation for Adults with Developmental Disabilities. 0 credits.

-Enables Assists developmentally disabled adults with developmental disabilities to attain a higher functional level for the purpose of employment preparation. Teaches skills necessary to establish and maintain productive interpersonal relationships, social interaction, and etiquette related to home, community, and vocational settings. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____

Does this course have arranged hours? Yes No N/A X By course _____

Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____

Co/prerequisite message (10 character limit, (SEE CATALOG) _____

Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A X

List departments notified _____

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 4930.30

Proposed By [Signature] Date: 10/12/12

Division Dean [Signature] Date: 10-11-12

Curriculum Committee Approval [Signature] Date: 10/15/12

Curriculum Council Approval Date _____ Subject ID Number SSD 787

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code E

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 787, Employment Preparation for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY (60 word limit; underline changes if a revision)

SUBSTANTIAL DISABILITIES 787

Employment Preparation for Adults with Developmental Disabilities

Units: 0

Class hours: 180 hours

Prerequisite: None

Assists adults with developmental disabilities to attain a higher functional level for the purpose of employment. Teaches skills necessary to establish and maintain productive interpersonal relationships, social interaction, and etiquette related to home, community and vocational settings. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes X No SAC Department Chair _____ Date _____
 Yes X No SCC Department Chair _____ Date _____

COURSE CONTENT

Major Topics	Time Required	What the Student Will Learn
1. Career preparation	20 hours	Knowledge and application of skills related to the use of classified ads, employment application forms, and resumes Interviewing skills
2. Personal Appearance	20 hours	Proper hygiene, grooming and attire as needed for job setting
3. Communication	20 hours	Appropriate responses when addressed or approached by others Appropriate interactions with others Appropriate behavior for social setting
4. Money Management	20 hours	Money management skills for workplace
5. Safety Awareness	20 hours	Safety procedures
6. Transportation	20 hours	How to use public transportation and other community services to travel to work, and resources to travel to and from school, work and home
7 Social Interaction/Manners/Meals	60 hours	Adaptive techniques to overcome personal limitations Self help skills Appropriate behavior in the workplace Appropriate manners, social behavior, and self-control Meals- respect for others/boundaries Problem solving
	Total: 180 Hours	

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 793, Physical Activities for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES
* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)
Course Number SUBSTANTIAL DISABILITIES 793
(Formerly Disabled Student Program 793)
Course Title - Physical Activities for Adults with Developmental Disabilities
Units: 0
Class hours: 30-68 180 Hours
Prerequisite: None
Assists developmentally disabled adults with developmental disabilities to in acquireing the skills necessary to aid them in calisthenics, jogging, walking, increasing muscular strength and endurance, improving posture and mobility, and increasing breath control. Exercises are tailored to the abilities of the students. maximize physical capabilities through physical activities tailored to their abilities. Students will work in groups and independently be guided through independent and group activities to develop physical-fitness awareness. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)
Substantial Disabilities 793(Formerly Disabled Student Program 793) Physical Activities For Adults With Developmental Disabilities. 0 Units. Assists developmentally disabled adults with developmental disabilities to in acquireing the skills necessary to aid them in calisthenics, jogging, walking, increasing muscular strength and endurance, improving posture and mobility, and increasing breath control. Exercises are tailored to the abilities of the students. maximize physical capabilities through physical activities tailored to their abilities. Students will work in groups and independently be guided through independent and group activities to develop physical fitness awareness. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE
Major Code X For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.31

Proposed by [Signature] Date: 10-15-2012
Division Dean [Signature] Date: 10-11-12
Curriculum Committee Approval [Signature] Date: 10/15/12

Curriculum Council Approval Date Subject ID Number SSD 793
(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code E

DISCIPLINE, NUMBER, TITLE: SUBSTANTIAL DISABILITIES 793, Physical Activities for Adults with Developmental Disabilities

(If the discipline, number or title is being revised, above should reflect the NEW information ;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number – SUBSTANTIAL DISABILITIES 793

Course Title – Physical Activities for Adults with Developmental Disabilities

Units - 0

Class hours- 180

Prerequisite: None

Assists adults with developmental disabilities to acquire the skills necessary to maximize physical capabilities through physical activities tailored to their abilities. Students will be guided through independent and group activities to develop fitness awareness. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair _____	Date _____
Yes	X	No	SCC Department Chair _____	Date _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT COURSE OUTLINE APPROVAL SHEET

NAME, NUMBER, TITLE VOCATIONAL EDUCATION ~~7400~~ 77100: TOPICS IN ASSEMBLY AND PACKAGING

(If name, number or title is being revised, above should reflect the NEW information; AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL:

NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

EXECUTIVE DEAN SIGNATURE C. G. [Signature] DATE 10-11-12

CATALOG ENTRY (60 word limit; underline changes if a revision)

Vocational Education ~~7400~~ 77100
Topics in Assembly and Packaging
Credits: 0
Class hours: variable
Prerequisite: varies according to topic
Varies according to topic. Specialized courses on topics related to the needs of the students in the assembly and packaging program.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)

[VOCATIONAL EDUCATION ~~7400~~, TOPICS IN ASSEMBLY AND PACKAGING] 0 credits. Specialized courses on topics related to the needs of the students in the assembly and packaging program.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A: Required N/A Electives N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE I TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE C

CO/PREREQUISITE APPROVAL CODE N/A

CO/PREREQUISITE COURSES REQUIRED N/A

CO/PREREQUISITE MESSAGE (Limit to 10 characters) N/A (i.e.: See Catalog)

SUBJECT I.D. 7400/100/00 PROPOSED BY [Signature] DATE 10/11/12

DIVISION CURR. COMMITTEE DATE 10/15/12 CURRICULUM COUNCIL APPROVAL DATE

DIVISION CURR. COMM. CHAIR [Signature] DATE 10/15/2012

(SIGNATURE INDICATES COMMITTEE REVIEW & APPROVAL OF ADVISORY PREREQUISITE PER BOARD POLICY)

COURSE OUTLINE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION DIVISION

NUMBER 77100 ~~24100~~ TITLE TOPICS IN ASSEMBLY AND PACKAGING
 (formerly) _____

NEW COURSE REVISED COURSE _____ DELETE COURSE _____ WITH CATALOG CHANGES _____

REVISION REQUESTED <i>(Check all that apply)</i>	Number	_____	Title	_____	Description	_____	High School Credits	_____
	Hours	_____	Prereq.	_____	Materials	_____	Content	_____
	Objectives	_____	Evaluation Plan	_____				

CATALOG DESCRIPTION:

Varies according to topic. Specialized courses on topics related to the needs of the students in the assembly and packaging program.

AREA DEAN SIGNATURE *Jan Parks* DATE 11/13/97
 CREDITS 0 TYPE OF CREDIT N/A TOTAL CLASS HOURS variable
 ARRANGED HOURS 0 PREREQUISITE varies according to topic

METHOD OF INSTRUCTION:

lecture, demonstration, discussion _____ laboratory
 _____ workshop _____ computer assisted

TOP CODE 3099.00

PROPOSED BY Jan Parks DATE 11/97
 REVISED BY _____ DATE _____
 REVIEWED BY _____ DATE _____
 NO CHANGES

DATE SUBMITTED TO CURRICULUM COMMITTEE 11/17/97

DISCIPLINE, NUMBER, TITLE: VOCATIONAL BUSINESS 109, Introduction to Desktop Video Editing Using Adobe Premiere

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
 DELETION X _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: **VOCATIONAL BUSINESS 109**
 Course Title: **Introduction to Desktop Video Editing Using Adobe Premiere**
 Units: 0
 Class hours: 60
 Prerequisite: None
 Provides introductory instruction on desktop digital video production and editing using industry standard software. Includes capturing, importing, assembling, and editing video, audio and still images. Designed for students who have completed an introductory computer course. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

VOCATIONAL BUSINESS 109, Introduction to Desktop Video Editing Using Adobe Premiere. Units: 0. Provides introductory instruction on desktop digital video production and editing using industry standard software. Includes capturing, importing, assembling, and editing video, audio and still images. Designed for students who have completed an introductory computer course. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____
 Does this course have arranged hours? Yes No N/A X By course _____
 Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____
 Co/prerequisite message (10 character limit, (SEE CATALOG) _____
 Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____
 Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
 Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A _____ X _____
 List departments notified _____
 Budgetary Unit 18200 Classification Code K Transfer Code N/A SAM Priority Code D
 Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____
 If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 0614.10

Proposed by Tiffany Sergio/Marietta Baldo Date: 10/11/2012
 Division Dean Christine Kosko Date: 10/11/2012
 Curriculum Committee Approval Julia Russell Date: 10/15/2012
 Curriculum Council Approval Date _____ Subject ID Number VBUS109

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code **I**

VOCATIONAL BUSINESS 109, Introduction to Desktop Video Editing Using Adobe

DISCIPLINE, NUMBER, TITLE: Premiere

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: VOCATIONAL BUSINESS 109

Course Title: Introduction to Desktop Video Editing Using Adobe Premier

Units: 0

Class hours: 60

Prerequisite: None

Provides introductory instruction on desktop digital video production and editing using industry standard software. Includes capturing, importing, assembling, and editing video, audio and still images. Designed for students who have completed an introductory computer course. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair	<u>Tiffany Sergio</u>	Date	<u>09/05/2011</u>
Yes	X	No	SCC Department Chair	<u>Connie Wilson (per email approval)</u>	Date	<u>09/08/2011</u>

DISCIPLINE, NUMBER, TITLE: VOCATIONAL BUSINESS 117, Introduction to Document Processing Using Adobe Acrobat

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
 DELETION X _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: VOCATIONAL BUSINESS 117
 Course Title: Introduction to Document Processing Using Adobe Acrobat
 Units: 0
 Class hours: 30
 Prerequisite: None
 Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit, and annotate PDF files; and distribute PDF files via the Internet. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

VOCATIONAL BUSINESS 117, Introduction to Document Processing Using Adobe Acrobat Units: 0. Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit, and annotate PDF files; and distribute PDF files via the Internet.
 Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____
 Does this course have arranged hours? Yes No N/A X By course _____
 Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____
 Co/prerequisite message (10 character limit, (SEE CATALOG) _____
 Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____
 Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
 Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A _____ X _____
 List departments notified _____
 Budgetary Unit 18200 Classification Code K Transfer Code N/A SAM Priority Code D
 Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____
 If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. **TOPS CODE: 0514.00**

Proposed by Tiffany Sergio/Mariella Baldo Date: 10/11/2012
 Division Dean Christine Kosko C. Kosko Date: 10/11/2012
 Curriculum Committee Approval Julia M. Scell Date: 10/15/2012
 Curriculum Council Approval Date _____ Subject ID Number VBUS117

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code I

DISCIPLINE, NUMBER, TITLE: **VOCATIONAL BUSINESS 117, Introduction to Document Processing Using Adobe Acrobat**

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: **VOCATIONAL BUSINESS 117**

Course Title: **Introduction to Document Processing Using Adobe Acrobat**

Units: 0

Class hours: 30

Prerequisite: None

Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit, and annotate PDF files; and distribute PDF files via the Internet.

Open entry/open exit

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES N/A

Yes	X	No	SAC Department Chair	Tiffany Sergio	Date	09/16/2011
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Yes	X	No	SCC Department Chair	Connie Wilson (per email approval)	Date	09/16/2011
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COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
Lesson 1: Overview Of Course A. Introduction to Adobe Acrobat B. Orientation C. Materials Required	3 hours	A. Understand Brief History of PDF files B. Understand Course Objectives 1. Overview of course 2. Student assignment sheet 3. Lab guidelines, care of equipment 4. Ethics, copyrights, piracy 5. Other C. Attend Sessions Equipped with Required Materials
Lesson 2: Portable Document Format Terms/Concepts A. PDF Terminology B. PDF Concepts	7 hours	A. Use Basic PDF Terminology B. Understand Basic PDF Concepts
Lesson 3: Conversion A. Convert Document to PDF B. Navigation C. Creation/Revision	10 hours	A. Convert a Document to PDF 1. Using PDF Writer (simple documents) 2. Using Acrobat Distiller (complex documents) 3. Using Open a PDF command (image files) 4. Using Import Scan command (paper documents) 5. Other, e.g., from World Wide Web, Microsoft Programs (optional) B. Navigate a PDF Document 1. Using bookmarks 2. Using the Zoom tool 3. Using the Actual Size button 4. Using the Hand tool 5. Using the Thumbnails tab C. Edit/Work with a PDF Document 1. Correcting type 2. Inserting pages from other PDF documents

DISCIPLINE, NUMBER, TITLE: VOCATIONAL BUSINESS 242, Introduction to Vector Graphics using Adobe Illustrator

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
 DELETION X _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: VOCATIONAL BUSINESS 242
 Course Title: Introduction to Vector Graphics using Adobe Illustrator
 Class hours: 60
 Prerequisite: None
 Provides introductory instruction in computer graphics and design. Includes basic design concepts, use of illustration tools, and modification of art work and text layout. Designed for students who have completed a basic computer operations course or equivalent. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

VOCATIONAL BUSINESS 242, Introduction to Vector Graphics using Adobe Illustrator. Units: 0. Provides introductory instruction in computer graphics and design. Includes basic design concepts, use of illustration tools, and modification of art work and text layout. Designed for students who have completed a basic computer operations course or equivalent.
 Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required _____ Elective _____
 Does this course have arranged hours? Yes No N/A X By course _____
 Co/Prerequisite*? N/A X Approval Code _____ Co/Prerequisite Course Requirement _____
 Co/prerequisite message (10 character limit, (SEE CATALOG) _____
 Is course cross-listed (same as) with another course? Yes _____ No X Subject ID _____
 Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
 Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A _____ X _____
 List departments notified _____
 Budgetary Unit 18200 Classification Code K Transfer Code N/A SAM Priority Code D
 Method of Instruction** 11 Instructor LHE: _____ Lecture X Laboratory _____
 If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. **TOPS CODE: 0614.60**

Proposed by Tiffany Sergio/Mariella Baldo Date: 10/11/2012
 Division Dean Christine Kosko Date: 10/11/2012
 Curriculum Committee Approval [Signature] Date: 10/15/2012
 Curriculum Council Approval Date _____ Subject ID Number VBUS242

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code I

DISCIPLINE, NUMBER, TITLE: **VOCATIONAL BUSINESS 242, Introduction to Vector Graphics using Adobe Illustrator**

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: **VOCATIONAL BUSINESS 242**

Course Title: **Introduction to Vector Graphics using Adobe Illustrator**

Units: 0

Class hours: 60

Prerequisite: None

Provides introductory instruction in computer graphics and design. Includes basic design concepts, use of illustration tools, and modification of art work and text layout. Designed for students who have completed a basic computer operations course or equivalent. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES N/A

Yes	X	No	SAC Department Chair	Tiffany Sergio	Date	09/16/2011
Yes	X	No	SCC Department Chair	Connie Wilson (per email approval)	Date	09/16/2011

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
Lesson 1: Overview of Course A. Introduction to Adobe Illustrator B. Orientation C. Materials Required	3 hours	A. Understand Brief History of Illustrator B. Understand Course Objectives 1. Overview of course 2. Student assignment sheet 3. Lab guidelines; care of equipment 4. Ethics, copyrights, piracy C. Attend Sessions Equipped With Required Materials
Lesson 2: Basic Concepts A. Documents B. Corrections C. Save D. Customize files E. Toolbox F. Status line G. Zoom H. Display I. Place J. Share/update	5 hours	A. Work with Documents B. Correct Mistakes C. Save Documents D. Customize Files E. Use the Toolbox F. Use the Status Line G. Magnify and Reduce with the Zoom Tools H. Display Documents I. Place Files J. Share and Update Documents
Lesson 3: Paths A. Definition B. Draw Tools	5 hours	A. Define Paths B. Use Draw Tools 1. Freehand 2. Pen 3. Brush
Lesson 4: Objects A. Selection Tools B. Edit Options	7 hours	A. Use the Selection Tools B. Edit Options 1. Move, copy, and past objects 2. Delete objects 3. Adjust path segments 4. Split paths with the Scissors tool

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: VOCATIONAL BUSINESS 302, Introduction to Web Page Development Using HTML

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O CATALOG CHANGES
DELETION X REVISION WITH W/O CLASS SCHEDULE CHANGES
* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)
Course Number: VOCATIONAL BUSINESS 302
Course Title: Introduction to Web Page Development Using HTML
Units: 0
Class hours: 60
Prerequisite: None
Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic images, movie and sound formats; and testing pages on cross platforms. Designed for students who have completed a basic computer course or equivalent. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)
VOCATIONAL BUSINESS 302, Introduction to Web Page Development Using HTML. Units: 0. Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic images, movie and sound formats; and testing pages on cross platforms. Designed for students who have completed a basic computer course or equivalent. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A SAM Priority Code D
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 0614.30

Proposed by Mariella Baldo Date: 10/14/12
Division Dean Christine Kosko Date: 10-15-12
Curriculum Committee Approval Henry Kim Date: 10/15/12

Curriculum Council Approval Date Subject ID Number VBUS302

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code I

DISCIPLINE, NUMBER, TITLE: VOCATIONAL BUSINESS 302, Introduction to Web Page Development Using HTML

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: **VOCATIONAL BUSINESS 302**

Course Title: **Introduction to Electronic Web Page Development Using HTML**

Units: 0

Class hours: 60

Prerequisite: None

Provides introductory instruction to web page development. Topics include web page design elements: HTML; graphic images, movie and sound formats; and testing pages on cross platforms. Designed for students who have completed a basic computer course or equivalent. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES N/A

Yes	X	No	SAC Department Chair	Date	
Yes	X	No	SCC Department Chair	Date	

COURSE CONTENT

Major Topics	Time Required	What Student Will Learn
Lesson 1: Overview Of Course A. Introduction to Web Page Development B. Orientation C. Materials Required	3 hours	A. Understand Brief Introduction to Web Page Development B. Understand Course Objectives 1. Overview of course 2. Student assignment sheet 3. Lab guidelines; care of equipment 4. Ethics, copyrights, piracy 5. Others C. Attend Sessions Equipped with Required Materials
Lesson 2: Web Page Development Terms/Concepts A. Web Page Development Terminology B. Web Page Development Concepts	15 hours	A. Understand Basic Web Page Development Terminology B. Understand Basic Web Page Development Concepts
Lesson 3: Web Page Development Basics A. Web Page Design Elements B. Hypertext Markup Language (HTML) C. Cascading Style Sheets	15 hours	A. Use Web Page Design Elements 1. Storyboard or web site map 2. Text editor 3. Browser B. Create HTML 1. Basic requirements of web page 2. Web page elements 3. Links – text and images 4. Lists 5. Tables C. Create Cascading Style Sheets 1. Inline, embedded, external styles 2. Elements & Selection 3. DIVs

RANCHO SANTIAGO COLLEGE COURSE OUTLINE APPROVAL SHEET

NAME, NUMBER, TITLE VOCATIONAL EDUCATION 76100, TOPICS IN FOOD SERVICES
(If name, number or title is being revised, above should reflect the NEW information; AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL:

NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

EXECUTIVE DEAN SIGNATURE C. Xosha DATE 10-11-12

CATALOG ENTRY (60 word limit; underline changes if a revision)
Vocational Education 76100
Topics in Food Services
Credits: 0
Class hours: variable
Prerequisite: Varies according to topic
Varies according to topic. Specialized courses on topics related to the needs of the students in the Food Services program.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)
[VOCATIONAL EDUCATION 76100, TOPICS IN FOOD SERVICES] 0 credits. Varies according to topic.
Specialized courses on topics related to the needs of the students in the Food Services program.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A; Required N/A Electives N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE I TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE C

CO/PREREQUISITE APPROVAL CODE _____ N/A

CO/PREREQUISITE COURSES REQUIRED _____ N/A

CO/PREREQUISITE MESSAGE (Limit to 10 characters) _____ N/A (i.e.: See Catalog)

SUBJECT I.D. 7600/100/00 PROPOSED BY Marcia Bledsoe DATE 10/11/12

DIVISION CURR. COMMITTEE DATE 10/15/12 CURRICULUM COUNCIL APPROVAL DATE _____

DIVISION CURR. COMM. CHAIR Quinn Swellie Handes DATE 10/15/12

(SIGNATURE INDICATES COMMITTEE REVIEW & APPROVAL OF ADVISORY PREREQUISITE PER BOARD POLICY)

RANCHO SANTIAGO COLLEGE COURSE OUTLINE APPROVAL SHEET

NAME, NUMBER, TITLE VOCATIONAL EDUCATION 76100, TOPICS IN FOOD SERVICES
(If name, number or title is being revised, above should reflect the NEW information; AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL:

NEW X REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

EXECUTIVE DEAN SIGNATURE *Patricia Munnally* DATE 11/5/97

CATALOG ENTRY (60 word limit; underline changes if a revision)

Vocational Education 76100
Topics in Food Services
Credits: 0
Class hours: variable
Prerequisite: Varies according to topic
 Varies according to topic. Specialized courses on topics related to the needs of the students in the Food Services program.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)
[VOCATIONAL EDUCATION 76100, TOPICS IN FOOD SERVICES] 0 credits. Varies according to topic.
Specialized courses on topics related to the needs of the students in the Food Services program.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A: Required _____ N/A Electives N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE I TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE C

CO/PREREQUISITE APPROVAL CODE _____ N/A

CO/PREREQUISITE COURSES REQUIRED _____ N/A

CO/PREREQUISITE MESSAGE (Limit to 10 characters) _____ N/A (i.e.: See Catalog)

SUBJECT I.D. 7600/100/00 PROPOSED BY Jan Parks DATE 11/97

DIVISION CURR. COMMITTEE DATE 11/17/97 CURRICULUM COUNCIL APPROVAL DATE 12-8-97

DIVISION CURR. COMM. CHAIR *Cassidy Nutkane* DATE 11/19/97

(SIGNATURE INDICATES COMMITTEE REVIEW & APPROVAL OF ADVISORY PREREQUISITE PER BOARD POLICY)

DISCIPLINE, NUMBER, TITLE: Vocational Education Health 892, Nursing Boot Camp

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
 DELETION X _____ REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Vocational Education Health 892
 Nursing Boot Camp
 Units: 0
 Class hours: 36-72
 Prerequisite: None
 Designed to improve the basic skills in reading and writing for students preparing to enter the nursing program. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

VOCATIONAL EDUCATION HEALTH 892, NURSING BOOT CAMP. 0 credits.
 Designed to improve the basic skills in reading and writing for students preparing to enter the nursing program. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code X _____ For this major, is the course Required _____ Elective _____

Does this course have arranged hours? Yes No N/A X _____ By course _____

Co/Prerequisite*? N/A X _____ Approval Code _____ Co/Prerequisite Course Requirement _____

Co/prerequisite message (10 character limit, (SEE CATALOG) _____

Is course cross-listed (same as) with another course? Yes _____ No X _____ Subject ID _____

Number of times repeatable for credit N/A _____ (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes _____ N/A _____ X _____

List departments notified _____

Budgetary Unit 18200 _____ Classification Code K _____ Transfer Code N/A _____ SAM Priority Code D _____

Method of Instruction** 11 _____ Instructor LHE: _____ Lecture X _____ Laboratory _____

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 1299.00

Proposed by Tiffany Sergio/Mariella Baldo _____ Date: 10/11/2012
 Division Dean Christine Kosko C. Kosko _____ Date: 10/11/2012
 Curriculum Committee Approval [Signature] _____ Date: 10/15/2012
 Curriculum Council Approval Date _____ Subject ID Number 7000/892/00

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Non credit Category Code I

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Vocational Education Health 892, Nursing Boot Camp

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Vocational Education Health 70892

Nursing Boot Camp

Units: 0

Class hours: 36-72

Prerequisite: None

Designed to improve the basic skills in reading and writing for students preparing to enter the nursing program. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes	No	SAC Department Chair _____	Date _____
Yes	No	SCC Department Chair _____	Date _____

COURSE CONTENT

Major Topics	Time Required	Students are expected to learn:
Assessment	2-4 hours	Appraise their present skills in the areas of reading and writing to be given prior to the class and repeated the final week of class)
Reading Comprehension	15-30 hours	Incorporate reading strategies that encourage increased reading comprehension
Writing	5-10 hours	Develop fluency in writing for charting and general communication
Graphic Organizers	12-24 hours	Understand the importance and use of graphic organizers to study and digest materials from their nursing texts
Learning Style Inventory	2-4 hours	Complete the computerized exam in the first week of class and understand the importance of how this relates to study strategies.

Total Hours 36-72

RANCHO SANTIAGO COLLEGE COURSE OUTLINE APPROVAL SHEET

NAME, NUMBER, TITLE VOCATIONAL EDUCATION 75100, TOPICS IN HOSPITALITY PROGRAMS
(If name, number or title is being revised, above should reflect the NEW information; AND, the complete former course name MUST be included in the CATALOG ENTRY below.)
=====

COURSE PROPOSAL:

NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

EXECUTIVE DEAN SIGNATURE C. [Signature] DATE 10-11-12
=====

CATALOG ENTRY (60 word limit; underline changes if a revision)

Vocational Education 75100
Topics in Hospitality Programs
Credits: 0
Class hours: variable
Prerequisite: Varies according to topic
Varies according to topic. Specialized courses on topics related to the needs of the students in the hospitality program.

===== CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)

[VOCATIONAL EDUCATION 75100, TOPICS IN HOSPITALITY PROGRAMS] 0 credits. Varies according to topic. Specialized courses on topics related to the needs of the students in the hospitality program.
=====

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A; Required N/A Electives N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE I TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE C
=====

CO/PREREQUISITE APPROVAL CODE N/A

CO/PREREQUISITE COURSES REQUIRED N/A

CO/PREREQUISITE MESSAGE (Limit to 10 characters) N/A (i.e.: See Catalog)
=====

SUBJECT I.D. 7500/100/00 PROPOSED BY [Signature] DATE 10/11/12

DIVISION CURR. COMMITTEE DATE 10/15/12 CURRICULUM COUNCIL APPROVAL DATE _____

DIVISION CURR. COMM. CHAIR [Signature] DATE 10/15/2012

(SIGNATURE INDICATES COMMITTEE REVIEW & APPROVAL OF ADVISORY PREREQUISITE PER BOARD POLICY)

COURSE OUTLINE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION DIVISION

NUMBER 75100 TITLE TOPICS IN HOSPITALITY PROGRAMS
 (formerly) _____

NEW COURSE REVISED COURSE _____ DELETE COURSE _____ WITH CATALOG CHANGES _____

REVISION REQUESTED

(Check all that apply)

Number	_____	Title	_____	Description	_____	High School Credits	_____
Hours	_____	Prereq.	_____	Materials	_____	Content	_____
Objectives	_____	Evaluation Plan	_____				

CATALOG DESCRIPTION:

Varies according to topic. Specialized courses on topics related to the needs of the students in the hospitality program.

AREA DEAN SIGNATURE _____

Jan Parks

DATE

11-5-97

CREDITS 0

TYPE OF CREDIT

N/A

TOTAL CLASS HOURS

variable

ARRANGED HOURS

0

PREREQUISITE

varies according to topics

METHOD OF INSTRUCTION:

lecture, demonstration, discussion

laboratory

workshop

computer assisted

TOP CODE 1307.00

PROPOSED BY

Jan Parks

DATE

11/97

REVISED BY _____

DATE _____

REVIEWED BY/

NO CHANGES _____

DATE _____

DATE SUBMITTED TO CURRICULUM COMMITTEE

11/17/97

RANCHO SANTIAGO COLLEGE COURSE OUTLINE APPROVAL SHEET

NAME, NUMBER, TITLE VOCATIONAL EDUCATION 69100: TOPICS IN RETAIL SALES
(If name, number or title is being revised, above should reflect the NEW information; AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

COURSE PROPOSAL:

NEW _____ REVISION WITH _____ W/O _____ CATALOG CHANGES
DELETION X REVISION WITH _____ W/O _____ CLASS SCHEDULE CHANGES

EXECUTIVE DEAN SIGNATURE C. Proba DATE 10-11-12

CATALOG ENTRY (60 word limit; underline changes if a revision)

Vocational Education 69100
Topics in Retail Sales
Credits: 0
Class hours: variable
Prerequisite: varies according to topic
Varies according to topic. Specialized courses on topics related to the needs of the students in the retail sales program.

CLASS SCHEDULE ENTRY (368 character limit; underline changes if a revision)

[VOCATIONAL EDUCATION 69100, TOPICS IN RETAIL SALES] 0 credits. Specialized courses on topics related to the needs of the students in the retail sales program.

IF ARRANGED HOURS ARE LISTED IN CATALOG ENTRY ABOVE, CHECK ONE: Course _____ Week _____

IF "SAME AS" COURSE IS LISTED ABOVE, TYPE "SAME AS" COURSE SUBJECT I.D.: N/A

MAJOR CODE N/A: Required N/A Electives N/A METHOD OF INSTRUCTION 11

NUMBER OF TIMES COURSE IS REPEATABLE N/A (Maximum three without prior approval of VCAA)

CLASSIFICATION CODE I TRANSFER CODE 0 BUDGETARY UNIT CODE 0700

INSTRUCTOR LHE: Lecture N/A Laboratory N/A SAM PRIORITY CODE C

CO/PREREQUISITE APPROVAL CODE _____ N/A

CO/PREREQUISITE COURSES REQUIRED _____ N/A

CO/PREREQUISITE MESSAGE (Limit to 10 characters) _____ N/A (i.e.: See Catalog)

SUBJECT I.D. 6900/100/00 PROPOSED BY [Signature] DATE 10/11/12

DIVISION CURR. COMMITTEE DATE 10/15/12 CURRICULUM COUNCIL APPROVAL DATE _____

DIVISION CURR. COMM. CHAIR [Signature] DATE 10/15/12

(SIGNATURE INDICATES COMMITTEE REVIEW & APPROVAL OF ADVISORY PREREQUISITE PER BOARD POLICY)

COURSE OUTLINE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION DIVISION

NUMBER 69100 TITLE TOPICS IN RETAIL SALES
 (formerly) _____

NEW COURSE REVISED COURSE _____ DELETE COURSE _____ WITH CATALOG CHANGES _____

REVISION REQUESTED

(Check all that apply)

Number	_____	Title	_____	Description	_____	High School Credits	_____
Hours	_____	Prereq.	_____	Materials	_____	Content	_____
Objectives	_____	Evaluation Plan	_____				

CATALOG DESCRIPTION:

Varies according to topic. Specialized courses on topics related to the needs of the students in the retail sales program.

AREA DEAN SIGNATURE

Jan Parks

DATE

11-5-97

CREDITS 0 TYPE OF CREDIT N/A TOTAL CLASS HOURS variable

ARRANGED HOURS 0 PREREQUISITE varies according to topic

METHOD OF INSTRUCTION:

lecture, demonstration, discussion _____ laboratory
 _____ workshop _____ computer assisted

TOP CODE 3099.00

PROPOSED BY Jan Parks DATE 11/97

REVISED BY _____ DATE _____

REVIEWED BY _____ DATE _____

BY/
NO CHANGES

DATE SUBMITTED TO CURRICULUM COMMITTEE

11/17/97

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVISED

DELETE X

(If any added courses are new, attached New Course Proposal)

TITLE ESL CERTIFICATE OF COMPLETION
(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL CERTIFICATE OF COMPLETION

The sequence of courses helps students to gain and improve language skills and prepares them for other educational opportunities, such as ABE, GED, HSS, or college credit programs.

Core Courses:

- ESL 393, Introduction to ESL Family Literacy
ESL 399, ESL Literacy
ESL 400, Transition ESL
ESL 410, Beginning ESL 1
ESL 420, Beginning ESL 2
ESL 430, Beginning ESL 3
ESL 460, Intermediate ESL 1
ESL 470, Intermediate ESL 2
ESL 480, Intermediate ESL 3

Electives:

- ESL 038, 060, 130, 140, 392, 394, 395, 398, 401, 404, 405, 407, 408, 409, 490, 510, 520, 530, 570, 580, 600, 701, 702, 703, 711, 712, 713.

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

(SAC/SCC) CURRICULUM COMMITTEE DATE 10/1/12 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVIS

DELETE X

(If any added courses are new, attached New Course Proposal)

TITLE ESL BEGINNING A CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL BEGINNING A CERTIFICATE OF COMPLETION

This ESL Beginning A Certificate program sequence develops beginning English language competencies in non-native speakers that are closely linked to success in family, community workplace settings. It also prepares students for entry into the ESL Intermediate Certificate of Completion programs. The ESL Intermediate Communication Skills Certificate program and other continuing education programs (ABE, GED, High School Subjects). The ESL Beginning A Certificate program provides core courses that integrate all four communication skills (listening, speaking, reading, writing). These skills are essential to effective performance and employment opportunities in the workplace. Some courses present similar content and competencies but the focus varies depending on the site and student need. Thus the titles and ticket numbers are different. Although 5 courses are listed on this certificate, a sequence of 2 core courses is required for the certificate plus an elective. Because students are placed into ESL classes based on either a placement test or a posttest, it is understood that a student entering and completing an ESL Beginning 2 class has acquired the skills taught in ESL Beginning 1. Thus, it is possible for a student to earn an ESL Beginning A Certificate of Completion with fewer than the required core hours.

Core Courses:

- ESL 399, ESL Literacy
-OR-
ESL 410, Beginning ESL 1
-OR-
ESL 401, ESL/Family Literacy Beginning 1
-AND-
ESL 420, Beginning ESL 2
ESL 405, ESL/Family Literacy Beginning 2

Electives:

ESL 398

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL BEGINNING A CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW _____ REVISED _____

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL BEGINNING B CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here: _____)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL BEGINNING B CERTIFICATE OF COMPLETION

This ESL Beginning B Certificate program sequence develops beginning English language competencies in non-native speakers that are closely linked to success in family, community workplace settings. It also prepares students for entry into the ESL Intermediate Certificate of Completion programs, the ESL Intermediate Communication Skills Certificate program, and other Continuing Education programs (ABE, GED, High School Subjects). The ESL Beginning B Certificate program provides core courses that integrate all four communication skills (listening, speaking, reading, writing). These skills are essential to effective performance and employment opportunities in the workplace.

Some courses present similar content and competencies but the focus varies depending on the site and student need. Thus, the titles and ticket numbers are different. Although 4 courses are listed on this certificate, a sequence of 2 core courses is required for the certificate. Because students are placed into ESL classes based on either a placement test or a posttest, it is understood that a student entering and completing an ESL Intermediate 1 class has acquired the skills taught in ESL Beginning 3. Thus, it is possible for a student to earn an ESL Beginning B Certificate of Completion with fewer than the required core hours.

Core Courses:

- ESL 430 ,Beginning ESL 3
- OR—
- ESL 407, ESL/Family Literacy Beginning 3
- AND—
- ESL 460, Intermediate ESL 1
- OR—
- ESL 408, ESL/Family Literacy, Intermediate 1

Electives:

- ESL 398, 570, 394

ADMINISTRATOR SIGNATURE *José A. Sotelo* DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) *Henry Fine* DATE 10/4/12

DEPT. CHAIR (SAC/SCC) _____ DATE _____ PHONE _____ Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/2012 CURRICULUM CHAIR/CO-CHAIR *José A. Sotelo*

COLLEGE CURRICULUM COUNCIL DATE _____ DISTRICT CURRICULUM COUNCIL DATE _____

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL BEGINNING B CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVIS

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL JOB SKILLS CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL JOB SKILLS CERTIFICATE OF COMPLETION

The ESL program sequence develops English language competencies in non-native speakers that are closely linked to success in vocational, high school, Adult Basic Education, GED preparation and college credit programs. These skills are essential to effective performance and employment opportunities in the workplace.

Core Courses:

- ESL 399, ESL Literacy
ESL 400, Transition ESL
ESL 410, Beginning ESL 1
ESL 470, Intermediate ESL 2
ESL 480, Intermediate ESL 3
ESL 510, VESL: English for Work 1
ESL 520, VESL: English for Work 2

Electives:

- ESL 038, 060, 130, 140, 392, 393, 394, 395, 398, 401, 404, 405, 407, 408, 409, 420, 430, 460, 490, 530, 570, 580, 600, 701, 702, 703, 711, 712, 713; HSS English 601; Counseling 303; Adult Basic Education 111.

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2010

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/4/2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL JOB SKILLS CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVISED

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL BEGINNING JOB SKILLS CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike-through deletions if a revision)

ESL BEGINNING JOB SKILLS CERTIFICATE OF COMPLETION

This ESL Beginning Job Skills Certificate program sequence develops beginning English language competencies in non-native speakers that are closely linked to success in workplace settings. It prepares students for entry into the ESL Intermediate Job Skills Certificate program, the ESL Intermediate Communication Skills Certificate program and other continuing education programs (ABE, GED, High School Subjects). The ESL Beginning Job Skills Certificate program provides core courses that integrate all four communication skills (listening, speaking, reading, writing) focused around employability. In addition, elective courses emphasize language development using work-related vocabulary, materials and situations.

Core Courses:

- ESL 399, ESL Literacy
ESL 400, Transition ESL
ESL 401, ESL/Family Literacy Beginning 1
ESL 405, ESL/Family Literacy Beginning 2
ESL 407, ESL/Family Literacy Beginning 3
ESL 410, Beginning ESL 1
ESL 420, Beginning ESL 2
ESL 430, Beginning ESL 3
ESL 510, VESL: English for Work 1
ESL 701, Academic ESL Beginning 1
ESL 702, Academic ESL Beginning 2
ESL 703, Academic ESL Beginning 3

Electives:

- VESL 037, 038, 039, 060, 061, 062, 140, ESL 392, 398, 404, 600, Adult Basic Education 111, 121, Counseling 303

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10-5-2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL BEGINNING JOB SKILLS CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVIS

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL INTERMEDIATE A JOB SKILLS CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL INTERMEDIATE A JOB SKILLS CERTIFICATE OF COMPLETION

This ESL Intermediate A Job Skills Certificate of Completion program sequence further develops English language competencies in non-native speakers that are closely linked to success in workplace settings. It also prepares students for entry into other Continuing Education programs such as Adult Basic Education, GED, High School Subjects, vocational and college credit programs. The ESL Intermediate A Job Skills Certificate of Completion program provides core courses that integrate all four communication skills (listening, speaking, reading, writing) focused around employability. In addition, elective courses emphasize language development using work-related vocabulary, materials and situations. These skills are essential to effective performance and employment opportunities in the workplace. Because students are placed into ESL classes based on either a placement test or a posttest, it is understood that a student entering and completing an ESL Intermediate 2 class has acquired the skills taught in Intermediate 1. Thus, it is possible for a student to earn an ESL Intermediate A Job Skills Certificate of Completion with fewer than the required core hours.

Core Courses:

ESL 460, Intermediate ESL 1

-OR-

ESL 408, ESL/Family Literacy, Intermediate 1

-AND-

ESL 470, Intermediate ESL 2

-OR-

ESL 409, ESL/Family Literacy, Intermediate 2

Electives:

VESL 510 OR VESL 038 OR ESL 530

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/11/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL INTERMEDIATE A JOB SKILLS CERTIFICATE
OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVISED

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL INTERMEDIATE B JOB SKILLS CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL INTERMEDIATE B JOB SKILLS CERTIFICATE OF COMPLETION

This ESL Intermediate B Job Skills Certificate of Completion program sequence further develops English language competencies in non-native speakers that are closely linked to success in workplace settings. It also prepares students for entry into other Continuing Education programs such as Adult Basic Education, GED, High School Subjects, vocational and college credit programs. The ESL Intermediate B Job Skills Certificate of Completion program provides core courses that integrate all four communication skills (listening, speaking, reading, writing) focused around employability. In addition, elective courses emphasize language development using work-related vocabulary, materials and situations. These skills are essential to effective performance and employment opportunities in the workplace. Because students are placed into ESL classes based on either a placement test or a posttest, it is understood that a student entering and completing an ESL Intermediate 3 class has acquired the skills taught in Intermediate 2. Thus, it is possible for a student to earn an ESL Intermediate B Job Skills Certificate of Completion with fewer than the required core hours.

Core Courses:

ESL 470, Intermediate ESL 2

- OR -

ESL 409, ESL/Family Literacy, Intermediate 2

- AND -

VESL 520, English for Work 2

- OR -

ESL 530, American English Pronunciation

Electives:

VESL 038 OR VESL 060

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL INTERMEDIATE B JOB SKILLS CERTIFICATE
OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVIS

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL BEGINNING ENHANCED CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

ESL BEGINNING ENHANCED CERTIFICATE OF COMPLETION

The ESL Beginning Enhanced Certificate program sequence develops beginning English language competencies in non-native speakers that are closely linked to success in family, community and workplace settings. It also prepares students for entry into the ESL Intermediate Certificate programs. The ESL Beginning Enhanced Certificate program provides core courses that integrate all four communication skills (listening, speaking, reading, writing), as well as elective specialty courses that emphasize development of specific skills. These skills are essential to effective performance and employment opportunities in the workplace.

Core Courses:

- ESL 399, ESL Literacy
ESL 400, Transition ESL
ESL 401, ESL/Family Literacy, Beginning 1
ESL 405, ESL/Family Literacy, Beginning 2
ESL 407, ESL/Family Literacy, Beginning 3
ESL 410, Beginning ESL 1
ESL 420, Beginning ESL 2
ESL 430, Beginning ESL 3
ESL 701, Academic ESL, Beginning 1
ESL 702, Academic ESL, Beginning 2
ESL 703, Academic ESL, Beginning 3

Electives:

- ESL 120, 392, 393, 394, 398, 404, 530, 570, 600
Adult Basic Education 111, 121

ADMINISTRATOR SIGNATURE [Signature] DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) [Signature] DATE 10/4/12

DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/2012 CURRICULUM CHAIR/CO-CHAIR [Signature]

COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL BEGINNING ENHANCED CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW _____ REVISED _____

DELETE x

(If any added courses are new, attached New Course Proposal)

TITLE ESL INTERMEDIATE COMMUNICATION SKILLS CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

()

(Attach rationale)

TEXT (underline changes and ~~strike-through~~ deletions if a revision)

**ESL INTERMEDIATE COMMUNICATION SKILLS
CERTIFICATE OF COMPLETION**

The ESL Intermediate Communication Skills Certificate program sequence further develops English language competencies in non-native speakers that are closely linked to success in family, community and workplace settings. It also prepares students for entry into other Continuing Education programs, such as Adult Basic Education, GED, High School Subjects, vocational and college credit programs. The ESL Intermediate Communication Skills Certificate program provides core courses that integrate all four communication skills (listening, speaking, reading, writing) as well as elective specialty courses that emphasize development of specific skills. These skills are essential to effective performance and employment opportunities in the workplace.

Core Courses:

- ESL 460, Intermediate ESL 1
- ESL 470, Intermediate ESL 2
- ESL 480, Intermediate ESL 3
- ESL 408, ESL/Family Literacy, Intermediate 1
- ESL 409, ESL/Family Literacy, Intermediate 2
- ESL 711, Academic ESL, Intermediate 1
- ESL 712, Academic ESL, Intermediate 2
- ESL 713, Academic ESL, Intermediate 3

Electives:

- ESL 120, 392, 393, 394, 395, 398, 490, 530, 570, 580, 600
- Adult Basic Education 121

ADMINISTRATOR SIGNATURE *Sergio A. Sotelo* DATE 10-5-2012

DEPT. CHAIR (SAC/SCC) *Wendy Tom* DATE 10/4/12

DEPT. CHAIR (SAC/SCC) _____ DATE _____ PHONE _____ Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/5/12 CURRICULUM CHAIR/CO-CHAIR *Julia Ubradli*

COLLEGE CURRICULUM COUNCIL DATE _____ DISTRICT CURRICULUM COUNCIL DATE _____

**RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS**

Title ESL INTERMEDIATE COMMUNICATION SKILLS
CERTIFICATE OF COMPLETION New _____ Revised _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new certificate has replaced this certificate.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes x No _____

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Interdisciplinary Studies 121, Humanities Through the Arts
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Interdisciplinary Studies	
Course Number	121	
Course Title	Humanities Through the Arts	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite

None

CATALOG DESCRIPTION

An introduction to the humanities through a study of seven major art forms: film, drama, music, literature, painting, sculpture and architecture. Artistic works are considered from the perspectives of historical development, the elements used in the creation process, artistic form, and meaning expressed.

Budget Unit	<u>15535</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	51
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100200 - Art
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/13/12 by: Brian Kehlenbach

Division Chair Approval Date: 10/03/12 by: Kristen Guzman

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

After examining examples of painting, sculpture, music, drama, film, literature, and architecture, the student should be prepared to exercise his or her own judgment in appraising each art work. Required attendance at concerts, theatrical productions, and museums, and writing reviews of these experiences will sharpen the student's critical thinking skills and ability to express informed opinions.

With each art form the student is expected to learn:

- a knowledge of the elements and tools used by artists;
- an awareness of the different ways of "seeing" a work of art;
- an understanding of the processes of criticism and evaluation;
- an understanding of the influences of political, cultural, and scientific values on the art form;
- an awareness of the impact of that art form on political, cultural, and scientific values.

1. Introduction to course and overview of class organization. Introduction to concepts that enable one to appreciate the value of different art forms from a variety of perspectives. (3 hours)

Students learn to define a "work of art" and "artistic form." They also learn what it means to participate with a work of art.

2. The legacy of film in the twentieth century. The elements of film-making and the role of film in society. (3 hours)

Students will explore the role of film in society and evaluate its function as both a form of mass entertainment and a powerful engine of social influence. Students learn to identify techniques such as camera placement, camera movement, angles, music and sound effects in classic film examples from the twentieth century. They also gain insight into the ways an artist expresses form and meaning in film.

3. Overview of the history of drama from its beginnings in tribal dance to the contemporary play. (3 hours)

Students gain an appreciation for the various roles drama has played in tribal dance, Greek theatre, Shakespeare's theatre and contemporary plays. Various elements of drama are considered including plot, characterization, the exploration of human relations, and the use of language.

4. The artistry of Shakespeare. (3 hours)

Students learn to appreciate Shakespeare's artistry in his timeless display of form and meaning. They also learn how the physical characteristics of his stage influenced the construction of his plays.

5. Overview of the functions of music from ancient times to modern society. (3 hours)

Students gain insight into how music transformed from a purely functional art form dependant upon other art forms to distinctly separate art.

6. The elements of music. (3 hours)

Students will develop the ability to identify and distinguish the various elements of music rhythm and meter including pitch, scale, melody, harmony, rhythm and meter. Students identify how these elements contribute to the dramatic impetus of Classical, Romantic, and contemporary music. The importance of form and the imparting of musical meaning are also explored in the context of the life and works of J. S. Bach.

7. Introduction to poetry and fiction. The evolution of the alphabet and the characteristic of literature in each of the major periods of Western culture. (3 hours)

Students learn the general characteristic of literature in ancient Greece, Anglo-Saxon England, the Elizabethan Age, the Romantic Age, Neoclassicism, the eighteenth century, the Victorian Age, and the twentieth century.

8. The elements of poetry and the elements of fiction. Developing a critical and analytical approach to literature. (3 hours)

Students will learn how the elements of poetry (rhythm, imagery, repetition, and rhyme) are fused to create a form that conveys the poet's meaning. They learn to identify the elements of plot, atmosphere, and

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE:Automotive Technology 002, Essentials

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology
Course Number	002
Course Title	Essentials
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite

None

CATALOG DESCRIPTION

Intended for automotive majors. Introduction to basic practical applications of technology required for advanced-level courses. Theory, parts nomenclature, and description of systems are emphasized.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	D-C - Possible Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by:Glen Hammonds

Divison Chair Approval Date: 02/28/12 by:Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

COURSE ORIENTATION - 9.0 HOURS

Course expectations.

Introduction to the industry and the tools of the trade.

Types and grades of fastening devices and units of measurement.

How to use micrometers and torque wrenches.

ENGINES - 12.0 HOURS

How an engine is constructed, theory of combustion and identification of the parts used in the engine assembly.

ELECTRICAL SYSTEMS - 12.0 HOURS

Starting Systems

Charging Systems

Ignition Systems

Fundamentals of electricity and magnetism.

FUEL SYSTEMS - 9.0 HOURS

Automotive fuels, terms and ratings.

Fuel supply systems.

Carburetion and fuel injection.

EMISSION CONTROL - 6.0 HOURS

Introduction to the various devices used in automobiles to protect the environment.

NOTE: In all areas outlined above, emphasis will be placed on the basic sciences applicable to the material being presented.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Halderman, James D.. *Automotive Technology: Principles, Diagnosis, and Service*, 4th ed. Prentice Hall, 2012, ISBN: 013-254261-7.

Recommended readings and/or materials:

Automotive Periodicals **Examples: Underhood Service Magazine**
Motor Magazine

Web Research Sites **Examples: autonews.com**

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE:Automotive Technology 008, Oxyacetylene-Arc Welding
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology	
Course Number	008	
Course Title	Oxyacetylene-Arc Welding	
Former Title		
Units	3	
Lecture Hours	16	
Laboratory Hours	96	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>112</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Technical knowledge and basic skills needed for occupational oxyacetylene and arc welding processes and applications. Students must furnish safety equipment. (Same as Diesel 008 and Welding 008.)

Budget Unit	<u>15751</u>	
Classification Code	Y	
Transfer Code	C-Not transferable	
Method of Instruction	30	
SAM Priority Code	D-C - Possible-Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	<u>94800 - Automotive Technology</u>	-
Topics Course	No	
Open Entry/Exit	No	
Grading Options	<u>Letter Grade or P/NP</u>	
Curriculum Office Use Only.		

Department Chair Approval Date: 03/06/12 by:Glen Hammonds
Divison Chair Approval Date: 03/08/12 by:Dietrich Kanzler
Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

WELDING SAFETY - LEC 5 / LAB 10 HOURS

An understanding of the safety rules and procedures involving oxyacetylene welding.

OXYACETYLENE WELDING EQUIPMENT - LEC 1 / LAB 5 HOURS

Different types of equipment available and how they function.

THE OXYACETYLENE PROCESS - LEC 1 / LAB 5 HOURS

How, why, and when the oxyacetylene process works and is used.

RUNNING BEADS AND OBSERVING RESULTS - LEC 2 / LAB 14 HOURS

Torch manipulation and when to use filler material to make a sound and proper weld.

BRAZING, USING THE OXYACETYLENE PROCESS - LEC 1 / LAB 14 HOURS

Light steel plate and cast iron brazing.

FLAME CUTTING LEC 1/ LAB 14 HOURS

The how's, why's, and where's of flame cutting.

WELDING SAFETY LEC 1 / LAB 5 HOURS

An understanding of all safety ~~practices~~ practices relating to electric arc welding.

ARC WELDING EQUIPMENT LEC 1/ LAB 5 HOURS

Insight into the uses and functions of the various pieces of equipment and supplies necessary to arc welding.

THE ARC WELDING PROCESS LEC 2 / LAB 14 HOURS

How and why arc welding processes work.

WELDING METALLURGY LEC 1 / LAB 10 HOURS

The basic metallurgical concepts involved with arc welding.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials: None

Selected handouts and materials provided by the instructor.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE:Automotive Technology 025, A-6 Alternative Course--Electrical Systems
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology	
Course Number	025	
Course Title	A-6 Alternative Course--Electrical Systems	
Former Title		
Units	2	
Lecture Hours	32	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

This course is a Bureau of Automotive Repair certified course. It is designed to prepare the student to pass the Alternative A-6 Electrical Systems exam.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable : D, F, NC, W
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by: Glen Hammonds

Divison Chair Approval Date: 02/28/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

MODULE 1 - LEC 4 HOURS

Introduction

Pre-test

Review of the Pre-test

Safety

MODULE 2 - LEC 4 HOURS

Basic Test Equipment

MODULE 3 - LEC 4 HOURS

Introduction to Meters

MODULE 4 - LEC 4 HOURS

Meter Applications

MODULE 5 - LEC 4 HOURS

Schematics and Wiring Diagrams

MODULE 6 - LEC 4 HOURS

Electrical Problems

MODULE 7 - LEC 4 HOURS

Advance Meter Usage

Review

MODULE 8 - LEC 4 HOURS

Administer California Alternative A-6 Exam

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:CIAT. *Automotive Electrical and Electronic Systems*, ed. CIAT, 1997, ISBN: none. \$48.

Recommended readings and/or materials:

None

Other:None

and

Examination fee is \$35.00. The exam is graded by a state designee.

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

#47

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE:Automotive Technology 033, A-8 Alternative Course--Engine Performance
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology
Course Number	033
Course Title	A-8 Alternative Course--Engine Performance
Former Title	
Units	2
Lecture Hours	32
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

This course is a Bureau of Automotive Repair certified course. It is designed to prepare the student to pass the Alternative A-8 Engine Performance exam.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	<u>R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W</u>
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by:Glen HammondsDivison Chair Approval Date: 02/28/12 by:Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

MODULE 1 - LEC 4 HOURS

Introduction

Pre-test

Review of the Pre-test

MODULE 2 - LEC 4 HOURS

Basic Test Equipment

MODULE 3 - LEC 4 HOURS

Introduction to Oscilloscopes

MODULE 5 - LEC 4 HOURS

Diagnosing Electronically Controlled Fuel Systems

MODULE 6 - LEC 4 HOURS

Diagnosing Engine Mechanical Problems

MODULE 7 - LEC 4 HOURS

Four-Gas Exhaust Diagnosis

MODULE 8 - LEC 4 HOURS

Administer the California Alternative A-8 Exam

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:CIAT. *Engine Performance*, ed. CIAT, 1997, ISBN: none.

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

3 - Important-sometimes try to achieve

1. - Students will read textbook assignments. Students will listen to lecture material and answer

442

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Automotive Technology 085, Basic Clean Air Car Course
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology
Course Number	085
Course Title	Basic Clean Air Car Course
Former Title	Smog Check Preparation Update
Units	5
Lecture Hours	80
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>80</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)

~~Prerequisite Minimum of 9 semester units of automotive tune-up/electrical course work or 1 year of verifiable automotive tune-up/electrical trade experience.~~

None

CATALOG DESCRIPTION

Bureau of Automotive Repair recognized Basic Clean Air Car Course. This course fulfills one of the required courses the student needs to take the State Smog Technician Exam.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	B - Advance Occupational
Repeatability	<u>R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W</u>
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	Yes
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by: Glen Hammonds

Divison Chair Approval Date: 02/28/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 04/09/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in emissions fundamentals. Allow students to independently expand depth and breadth of emissions fundamentals knowledge.

Module 1 - LEC 35 HOURS

Subject

Orientation and Safety

Rules and Regulations

Emissions relations & analyzation

TAS operations

ASM operations

MODULE 2 - LEC 20 HOURS

OBD II Training

Generic Scan Tool Operation

MODULE 3 - LEC 10 HOURS

Update 2003 Training (current laws)

MODULE 4 - LEC 15 HOURS

Update 2005 Training

Advance Scan Tool Usage

Electric schematic

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials: None

Selected handouts and materials provided by the instructor.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

#43

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE:Automotive Technology 085, Basic Clean Air Car Course
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology
Course Number	085
Course Title	Basic Clean Air Car Course
Former Title	Smog Check Preparation Update
Units	5
Lecture Hours	80
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>80</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

~~Prerequisite Minimum of 9 semester units of automotive tune-up/electrical course work or 1 year of verifiable automotive tune-up electrical trade experience.~~

None

CATALOG DESCRIPTION

Bureau of Automotive Repair recognized Basic Clean Air Car Course. This course fulfills one of the required courses the student needs to take the State Smog Technician Exam.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	B - Advance Occupational
Repeatability	R3-NR - Repeatable <u>x3-Non-Repeatable: D, F, NC, W</u>
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	Yes
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by:Glen Hammonds

Divison Chair Approval Date: 02/28/12 by:Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 04/09/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in emissions fundamentals. Allow students to independently expand depth and breadth of emissions fundamentals knowledge.

Module 1 - LEC 35 HOURS

Subject

Orientation and Safety

Rules and Regulations

Emissions relations & analyzation

TAS operations

ASM operations

MODULE 2 - LEC 20 HOURS

OBD II Training

Generic Scan Tool Operation

MODULE 3 - LEC 10 HOURS

Update 2003 Training (current laws)

MODULE 4 - LEC 15 HOURS

Update 2005 Training

Advance Scan Tool Usage

Electric schematic

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials: None

Selected handouts and materials provided by the instructor.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

#44

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Automotive Technology 086, Advanced Clean Air Car Course
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Automotive Technology
Course Number	086
Course Title	Advanced Clean Air Car Course
Former Title	
Units	2
Lecture Hours	32
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

This is a Bureau of Automotive Repair certified course. It is designed to provide advanced diagnostic training for smog licensed technicians. This course is required before taking the Smog License Renewal or initial smog exam. Suggested preparation: Automotive Technology 032 or a California Smog License.

Budget Unit	<u>15751</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	C -B - Advance Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W
TOPS Code	<u>94800 - Automotive Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 01/19/12 by: Glen Hammonds

Divison Chair Approval Date: 02/28/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

SESSION 1 - LEC 4 HOURS

Course introduction

SESSION 2 - LEC 4 HOURS

Base Line Test Procedures

SESSION 3 - LEC 4 HOURS

Oxygen Sensor Testing

SESSION 4 - LEC 4 HOURS

Catalytic Converter Testing

SESSION 5 - LEC 4 HOURS

Diagnosis Flow Charts

Oxygen Sensor & Catalytic Converters

SESSION 6 - LEC 4 HOURS

Diagnostic Test Procedures

SESSION 7 - LEC 4 HOURS

Dyno Training

Nox Gas Training

SESSION 8 - LEC 4 HOURS

Review and Final Exam

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials: None

Selected handouts and materials provided by the instructor.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

#45

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 008, Oxyacetylene-Arc Welding

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	008	
Course Title	Oxyacetylene-Arc Welding	
Former Title		
Units	3	
Lecture Hours	16	
Laboratory Hours	96	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>112</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Technical knowledge and basic skills needed for occupational oxyacetylene and arc welding processes and applications. Students must furnish safety equipment. (Same as Automotive Technology 008 and Welding 008.)

Budget Unit	<u>15752</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	D-C - Possible-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/04/12 by: Glen HammondsDivison Chair Approval Date: 03/06/12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

WELDING SAFETY - LEC 5 / LAB 10 HOURS

An understanding of the safety rules and procedures involving oxyacetylene welding.

OXYACETYLENE WELDING EQUIPMENT - LEC 1 / LAB 5 HOURS

Different types of equipment available and how they function.

THE OXYACETYLENE PROCESS - LEC 1 / LAB 5 HOURS

How, why, and when the oxyacetylene process works and is used.

RUNNING BEADS AND OBSERVING RESULTS - LEC 2 / LAB 14 HOURS

Torch manipulation and when to use filler material to make a sound and proper weld.

BRAZING, USING THE OXYACETYLENE PROCESS - LEC 1 / LAB 14 HOURS

Light steel plate and cast iron brazing.

FLAME CUTTING - LEC 1 / LAB 14 HOURS

The how's, why's and where's of flame cutting.

WELDING SAFETY - LEC 1 / LAB 5 HOURS

An understanding of all safety practices relating to electric arc welding.

ARC WELDING EQUIPMENT - LEC 1 / LAB 5 HOURS

Insight into the uses and functions of the various pieces of equipment and supplies necessary to arc welding.

THE ARC WELDING PROCESS - LEC 2 / LAB 14 HOURS

How and why arc welding processes work.

WELDING METALLURGY - LEC 1 / LAB 10 HOURS

The basic metallurgical concepts involved with arc welding.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

William Bowditch and Kevin Bowditch, Welding Technology Fundamentals, The Goodheart-Wilcox Company, Inc. Tenly Park, Illinois, ISBN#1-56637-314-x

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

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first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 013, Allison Transmission Service
 (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	013	
Course Title	Allison Transmission Service	
Former Title		
Units	5	
Lecture Hours	64	
Laboratory Hours	64	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>128</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite
None

CATALOG DESCRIPTION

A course of study designed to familiarize the student with the operation, service, overhaul, and troubleshooting procedures of Allison transmissions. Students must furnish hand tools and safety equipment.

Budget Unit	<u>15752</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 02/28/12 by: Glen Hammonds
 Divison Chair Approval Date: 02/29/12 by: Dietrich Kanzler
 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

INTRODUCTION, SAFETY, AND TOOLS - 2 Lec 2 Lab
Special tools and safety.

GENERAL TRANSMISSION INFORMATION. USE OF MANUALS, SERVICE, AND PARTS - 2 Lec 2 Lab
Lab
Proper use of manuals and layout.

GENERAL OVERHAUL INFORMATION - 2 Lec 2 Lab
Overhaul requirements.

TRANSMISSION DISASSEMBLY INTO SUB-ASSEMBLIES - 8 Lec 8 Lab
Overhaul procedures.

REBUILD OF SUB-ASSEMBLIES - 2 Lec 2 Lab
Rebuild methods.

TORQUE CONVERTERS, DESIGN, BASIC OPERATION - 2 Lec 2 Lab
Component names and operation.

PRINCIPLES OF PLANETARY GEARING AND GEAR RATIOS - 2 Lec 2 Lab
Component names and operation.

ALLISON TRANSMISSION OPERATION - POWER FLOW - 8 Lec 8 Lab
Operation of transmission ranges.

ASSEMBLY OF TRANSMISSION FROM SUB-ASSEMBLIES - 8 Lec 8 Lab
Proper assembly procedures.

BASIC HYDRAULIC PRINCIPLES AND FUNDAMENTALS - 2 Lec 2 Lab
Component names and operation.

APPLICATION OF HYDRAULICS TO THE ALLISON TRANSMISSION OPERATION - 8 Lec 8 Lab
Function and operation of hydraulic shift control.

BASIC ELECTRICAL AND ELECTRONIC THEORY - 2 Lec 2 Lab
OHMS law, circuits and component operation.

OPERATION AND USE OF MULTI-METERS, CONNECTORS, AND WIRING REPAIRS - 8 Lec 8 Lab
The operation and use of.

WORLD TRANSMISSION OPERATION AND DIFFERENCES - 2 Lec 2 Lab
Operation and component names.

TRANSMISSION AND ELECTRONICS DIAGNOSTIC TOOLS - 2 Lec 2 Lab
Required tools, use and operation of tools.

HYDRAULIC TRANSMISSION TROUBLESHOOTING - 2 Lec 2 Lab
Troubleshooting procedure.

WORLD TRANSMISSION TROUBLESHOOTING - 2 Lec 2 Lab
Troubleshooting procedure.

#47

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 051, Thermo King Truck & Trailer Unit Service

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	051	
Course Title	Thermo King Truck & Trailer Unit Service	
Former Title		
Units	4	
Lecture Hours	40	
Laboratory Hours	40	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>80</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

A vocational course of study covering operation and factory approved service procedures on Thermo King truck and trailer units.

Budget Unit	<u>15752</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	<u>R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W</u>
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 10/10/12 by:Glen HammondsDivison Chair Approval Date: 10/16/12 by:Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in truck and trailer until fundamentals. Allow students to independently expand depth and breadth of service fundamentals knowledge.

INTRODUCTION AND SAFETY - 2 HOURS

Proper safe work procedures.

TRANSPORT REFRIGERATION FUNDAMENTALS - 2 HOURS

Refrigeration and heat transfer principles.

AIR FLOW, LOAD TEMPERATURE MAINTENANCE - 2 HOURS

Air flow and load temperature maintenance principles.

BASIC TRAILER AND TRUCK REFRIGERATION SYSTEMS - 5 HOURS

Operation of systems in cool, heat and defrost modes.

REFRIGERANTS, CONVERSIONS AND COMPRESSOR OILS - 3 HOURS

Proper refrigerant handling practices.

RECOVERY, EVACUATION AND SYSTEM CLEANUP - 3 HOURS

U.S. EPA and factory approved recovery, recycling, evacuation and system clean-up procedures.

REFRIGERANT LEAK TESTING - 3 HOURS

U.S. EPA and factory approved leak check procedures.

PRESSURE CONTROL, 3 WAY VALVE, TEST AND MODIFICATION - 4 HOURS

System component operation and service procedures.

RECIPROCATING COMPRESSORS - 3 HOURS

Compressor operation, maintenance and troubleshooting methods.

THERMOGUARD UPIV SCREW COMPRESSOR/MICROPROCESSOR CONTROLLER - 2 HOURS

Thermo guard microprocessor operation and troubleshooting.

INTRODUCTION TO THERMO KING ELECTRICAL APPLICATIONS - 4 HOURS

Truck and trailer electrical applications and operation.

SCHEMATIC FUNDAMENTALS AND PROTECTION CIRCUITS - 3 HOURS

Schematic and protection circuits fundamentals.

CONTROL PANEL AND CIRCUIT CHECKS - 3 HOURS

Control panel operation and service procedures.

THERMOSTAT FUNDAMENTALS - 3 HOURS

Thermostat operation and unit control.

TG-V MICROPROCESSOR CONTROLLER - 3 HOURS

TG-V microprocessor controller operation and unit control.

DEFROST AND TIMER FUNDAMENTALS - 2 HOURS

Defrost and timer operating and service.

#48

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 055, Marine Container Refrigeration

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	055	
Course Title	Marine Container Refrigeration	
Former Title		
Units	4	
Lecture Hours	64	
Laboratory Hours	64	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>128</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Theory of operation of refrigeration, electrical, electronic and microprocessor controller systems used by Thermo King and Carrier on current production marine container refrigeration units. Service, repair, and troubleshooting procedures used by the industry will be covered.

Budget Unit	<u>15752</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R2-NR - Repeatable x2-Non-Repeatable: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

 Department Chair Approval Date: 02/29/12 by: Glen Hammonds

 Divison Chair Approval Date: 03/02/12 by: Dietrich Kanzler

 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

INTRODUCTIONS, SAFETY AND SHOP EQUIPMENT - LEC 2.0 HOURS

The student will learn the proper use of special tools and all safety requirements when working on high voltage units.

FUNDAMENTALS OF REFRIGERATION, HEAT TRANSFER, BASIC REFRIGERATION CYCLE, COMPONENTS AND REFRIGERANT PRESSURE-TEMPERATURE RELATIONSHIPS - LEC 2.0 / LAB 4.0 HOURS

The student will be able to describe the operation of a basic refrigeration system, I.D. system components and determine refrigerant pressure-temperature relationships at various temperatures and pressures.

INSTALLATION AND REMOVAL PROCEDURES OF MANIFOLD GAUGE SETS - LEC 2.0 / LAB 2.0 HOURS

The student will be able to install and remove gauge sets per the EPA 608 regulations.

REFRIGERATION SYSTEM PRESSURE READINGS - LEC 2.0 / LAB 2.0 HOURS

The student will learn to interpret system pressure readings at various temperatures.

CARRIER REFRIGERATION SYSTEM COMPONENTS AND OPERATION - LEC 4.0 / LAB 4.0 HOURS

The student will learn the operation of Carrier system components in cool, heat, null and defrost modes.

THERMO KING SYSTEMS COMPONENTS AND OPERATION - LEC 4.0 / LAB 4.0 HOURS

The student will learn the operation of Thermo King system components in cool, heat, null and defrost modes.

REFRIGERANTS AND OILS - LEC 2.0 / LAB 2.0 HOURS

The student will learn the proper handling and use of the various types of refrigerants and oils used by the industry.

REFRIGERATION SYSTEM SERVICE TOOLS AND EQUIPMENT - LEC 2.0 / LAB 2.0 HOURS

The student will learn the proper use of special refrigeration service tools and equipment.

REFRIGERATION SYSTEM SERVICE PROCEDURES, COMPONENT REPAIR AND SYSTEMS TROUBLESHOOTING: CARRIER UNITS, THERMO KING UNITS - LEC 16.0 / LAB 16.0 HOURS

The student will be able to perform the required refrigeration system service procedures, component repair and troubleshooting methods required of certified technicians on Carrier and Thermo King marine container refrigeration systems.

BASIC ELECTRICAL/ELECTRONIC THEORY - LEC 2.0 / LAB 2.0 HOURS**DIGITAL MULTI-METER OPERATION**

The student will learn the principles of basic electrical and electronic theory. Proper digital multi-meter operation to measure volts, ohms, and current.

ELECTRICAL AND ELECTRONIC COMPONENTS OPERATION - LEC 4.0 / LAB 4.0 HOURS

The student will develop the understanding of the operation of electrical/electronic components used on marine container units.

CARRIER MARINE CONTAINER ELECTRICAL/ ELECTRONIC SYSTEM OPERATION - LEC 4.0 / LAB 4.0 HOURS

The student will be able to understand the various operating modes of Carrier container unit electrical/electronic systems and components.

THERMO KING CONTAINER ELECTRICAL/ELECTRONIC SYSTEM OPERATION - LEC 4.0 / LAB 4.0 HOURS

#49

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 068, Transit Vehicle Engines

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	068	
Course Title	Transit Vehicle Engines	
Former Title		
Units	0.8	
Lecture Hours	27	
Laboratory Hours	15	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>42</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Designed to acquaint the student with the basic theory of operation, diagnostic and troubleshooting techniques, repair and service of engines.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	<u>R+NR - Repeatable x+Non-Repeatable: D, F, NC, W</u>
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 02/29/12 by: Glen HammondsDivison Chair Approval Date: 03/02/12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

ENGINE THEORY 3 HOURS Service topics, basic engine principles, horsepower

GENERAL CONSTRUCTION I 3 HOURS Engine components, disassembly

GENERAL CONSTRUCTION II 3 HOURS Engine components, disassembly

UPPER ENGINE COMPONENTS 3 HOURS Analysis failure, upper engine disassembly

LOWER ENGINE COMPONENTS 3 HOURS Cylinder blocks and kits, crankshafts, crankshaft disassembly

MECHANICAL FUEL SYSTEM 3 HOURS Fuel systems, fuel system disassembly, fuel injectors, fuel injector disassembly

AIR SYSTEM 3 HOURS Air system components, blowers, blower disassembly, turbo charger disassembly, air system troubleshooting

LUBRICATION SYSTEM 3 HOURS Lubrication, oil pumps, oil coolers, troubleshooting, Disassembly/assembly

COOLING SYSTEMS 3 HOURS Cooling system components, types of cooling systems

GOVERNORS 3 HOURS Governor components, governor disassembly

MECHANICAL ENGINE TUNE-UP 3 HOURS Tune-up and troubleshooting procedures, tune-up mechanical engines.

ELECTRICAL ENGINE TUNE-UP 3 HOURS DDEC II, basic electricity, DDEC II components, DDED II engine hardware

CUMMINS M11 3 HOURS C select familiarization, tune-up and troubleshooting

MODULE REVIEW AND TEST 3 HOURS

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 069, Paratransit Driver Training

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	069	
Course Title	Paratransit Driver Training	
Former Title		
Units	1	
Lecture Hours	30	
Laboratory Hours	24	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>54</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Orientation to paratransit bus system defensive driving techniques, equipment orientation, performance of pre-operation, inspections, customer escorting techniques, operation of lifts and proper use of equipment restraints, Americans with Disabilities Act policies and procedures, and Orange County Transit Authority requirements for servicing the disabled.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R + <u>NR</u> - Repeatability x + <u>Non-Repeatability</u> : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

 Department Chair Approval Date: 03/01/12 by: Glen Hammonds

 Division Chair Approval Date: 03/06/12 by: Dietrich Kanzler

 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in paratransit driver training fundamentals. Allow students to independently expand depth and breadth of paratransit driver training fundamentals knowledge.

ORIENTATION 4 HOURS

Module I: Introduction, Paratransit Driver Training overview/objectives, training uniform standards, grooming and appearance standards, training attendance police, licensing regulations, GPPV rules and regulations, paratransit services.

EQUIPMENT OPERATION 4 HOURS

Module II: Equipment policies, vehicle specification, vehicle specification, vehicle pre-operation inspection.

EXAM 2 HOURS Exam on Modules I & II

DEFENSIVE DRIVING ACCIDENT PREVENTION 4 HOURS

Perfect trip, accident prevention formula,

per

pre-operation inspection, skill course, wheelchair securement, road training driving in adverse condition, accident reporting procedures, emergency procedures.

EQUIPMENT ORIENTATION 4 HOURS Contractor Site

BEHIND THE WHEEL TRAINING 4 HOURS Contractor Site

EXAM 2 HOURS Exam on Modules III & IV; Module VII; Record Keeping, trip sheet; Module VIII; Radio communications.

BEHIND THE WHEEL TRAINING 4 HOURS Contractor Site

EXAM 2 HOURS Exam on Modules VII & VIII; Module IX; Customer awareness, passenger handling, empathy, wheelchair, securement, classroom, passenger escorting techniques

LABORATORY 24 HOURS Pre-operation Inspection, yard safety procedures, bus fleet orientation, defensive driving techniques, bus operation bases, customer service.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority

Other:

None

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 070, Bus Driver Training

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	070	
Course Title	Bus Driver Training	
Former Title		
Units	2.3	
Lecture Hours	58	
Laboratory Hours	56	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>114</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Orientation to the fixed route bus system, defensive driving techniques, equipment orientation, including performance of pre-trip inspections, Americans with Disabilities Act (ADA) policies and procedures, customer service techniques, and an introduction to internal system knowledge such as transit terminology and bus route information. Students must pass all written exams with a score of 80% or better.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R <u>NR</u> - Repeatable x <u>Non-Repeatable</u> : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

 Department Chair Approval Date: 03/01/12 by: Glen Hammonds

 Divison Chair Approval Date: 03/06/12 by: Dietrich Kanzler

 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

ORIENTATION MODULE I 4 HOURS

Provide the student with program rules, regulations, policies and procedures, and various types of transit services.

EQUIPMENT OPERATION MODULE II 4 HOURS

Introduce the student to equipment policies, specifications and pre-trip inspection.

DEFENSIVE MODULE III 3 HOURS

Defensive driving-accident prevention, introduction to rules, regulations, policies, and procedures for operation of commercial vehicles for the prevention of accidents.

DEFENSIVE MODULE IV 9 HOURS

Defensive driving-accident/emergencies, introduction to adverse driving conditions, and defenses to avoid accidents. Emergency procedures, policies, and documentation of incidents and emergency occurrences.

INTERNAL MODULE V 12 HOURS

Internal system knowledge/radio communication, internal information required for successful operation of the transit system bus route. Introduction to radio communication, policies, and procedures. Types of customers, services, and method of fare payment. Identifying transfer points and issuance of day passes. Operation of the transit vehicle fare box.

CUSTOMER SERVICE 6 HOURS

Assessment of your own professional image. Principals of communication. Transit operators' role in providing excellent customer service. Policies and goals when dealing with difficult customers. The American Disabilities Act and how it affects transit operations. Disability and empathy training.

TRANSIT SYSTEM 8 HOURS

Introduction to the Orange County Transportation Authority fixed route bus system.

EXAM 12 HOURS**LABORATORY 56 HOURS**

Pre-trip inspection, yard safety procedures, bus fleet orientation, defensive driving techniques, bus operation bases, transit terminals, operating a route, paddles, route of the line sheets, transit terminals, transfer points, and customer service.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 071, Introduction to Coach Operations

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	071	
Course Title	Introduction to Coach Operations	
Former Title		
Units	0.3	
Lecture Hours	18	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>18</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

To provide students with an overview of the Certified Maintenance Course. Covers ground rules and expectations. Discusses safety issues and familiarizes students with the proper use of hand tools. Includes overview of the functions and procedures for the preventive maintenance on a bus.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	R+NR - Repeatable x1 Non-Repeatable : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

 Department Chair Approval Date: 03/03/12 by: Glen Hammonds

 Divison Chair Approval Date: 03/08/12 by: Dietrich Kanzler

 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in paratransit driver training fundamentals. Allow students to independently expand depth and breadth of paratransit driver training fundamentals knowledge.

Introduction 2 HOURS Ground rules are explained with expectations.

Hand Tools 4 HOURS Safety issues are covered with proper use of hand tools.

Preventive Maintenance 3 HOURS Familiarize students with functions and different types of preventive maintenance.

Oil and Grease 3 HOURS Using oil and grease in bus maintenance.

Oil and Fuel 3 HOURS Using

oil

oils and

fuel

fuels in bus maintenance.

Filters and Module 3 HOURS Using filters and module in bus maintenance.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 072, Transit Vehicle Electrical Systems

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	072	
Course Title	Transit Vehicle Electrical Systems	
Former Title		
Units	0.2	
Lecture Hours	26	
Laboratory Hours	10	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>36</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

To provide students with functions and components of the electrical systems on a bus. Principles of electricity and safety with an overview of troubleshooting techniques for both conventional and computer controlled buses.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	<u>R+NR - Repeatabe x+Non-Repeatabe: D, F, NC, W</u>
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

 Department Chair Approval Date: 03/03/12 by: Glen Hammonds

 Divison Chair Approval Date: 03/08/12 by: Dietrich Kanzler

 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

INTRODUCTION 4 HOURS

Overview of electrical systems.

SAFETY 6 HOURS

Safety issues are covered with proper use of electricity.

CONVENTIONAL BUSES 8 HOURS

Familiarize students with functions and different types of conventional controlled buses.

COMPUTER BUSES 8 HOURS

Familiarize students with functions and different types of conventional computer buses.

LABORATORY 10 HOURS

Hands-on skills with wiring, batteries and charging, relays, solenoids, schematics, logic controllers.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

5 - Essential-always try to achieve

1. -

Students will listen to lecture material. They will answer questions verbally in the classroom and the lab, pertaining to the lecture presentation. Students will be encouraged to ask questions related to the course material. Students will complete all reading and writing assignments given in class.

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 073, Transit Vehicle Air Systems

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	073	
Course Title	Transit Vehicle Air Systems	
Former Title		
Units	0.2	
Lecture Hours	8	
Laboratory Hours	4	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>12</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

To provide students with functions and components of the air systems on a bus. Principles of air supply and safety with an overview of troubleshooting techniques for both conventional and computer controlled buses.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R+NR - Repeatability x+Non-Repeatability : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/03/12 by: Glen Hammonds

Division Chair Approval Date: 03/08/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

INTRODUCTION LEC 3 / LAB 1 HOURS

Air systems overview, compressor review, wipers and washers, air circulation systems.

AIR DRYER

~~LEC 3~~

LEC 2 / LAB 2 HOURS

Air dryer purpose and function, types of air dryers.

DOORS LEC 2 / LAB 1 HOURS

Operation and troubleshooting on air door systems.

REVIEW AND

TEST

TEST LEC 1 HOUR

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

5 - Essential-always try to achieve

1. -

#55

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 075, Transit Vehicle Automatic Transmissions

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	075	
Course Title	Transit Vehicle Automatic Transmissions	
Former Title		
Units	0.5	
Lecture Hours	18	
Laboratory Hours	6	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>24</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Designed to acquaint the student with the basic theory of operation, diagnostic and troubleshooting techniques, repair and service of automatic transmissions.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R + <u>NR</u> - Repeatable x 1 Non-Repeatable: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/03/12 by: Glen HammondsDivison Chair Approval Date: 03/08/12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

THEORY 3 HOURS

History of Detroit Diesel Allison, service manuals, transmission applications, general construction.

DISASSEMBLY 3 HOURS

Disassembly procedures, transmission disassembly.

TORQUE CONVERTERS 3 HOURS

Torque converter assembly, torque converter principles, disassembly.

PLANETARY SYSTEMS 3 HOURS

Basic laws of planetary gearing, gear identification, transmission assembly.

POWER FLOWS 3 HOURS

Power flow ranges, transmission assembly.

HYDRAULICS: VALVE BODIES 3 HOURS

Hydraulic theory, valve bodies, transmission assembly.

PREVENTIVE MAINTENANCE (DIAGNOSTICS) 3 HOURS

Preventive maintenance, troubleshooting procedures, using the

troubleshoot

troubleshooting chart.

TROUBLESHOOTING THE ATEC 3 HOURS

HT748 automatic transmission components, computerized system.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

#56

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 077, Transit Vehicle Heating, Ventilation, Air Conditioning
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	077	
Course Title	Transit Vehicle Heating, Ventilation, Air Conditioning	
Former Title		
Units	0.5	
Lecture Hours	18	
Laboratory Hours	6	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>24</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

Prerequisite
None

CATALOG DESCRIPTION

Designed to acquaint the student with the basic theory of operation, diagnostic and troubleshooting techniques, repair and service of heating, air conditioning and ventilating buses.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R <u>NR</u> - Repeatability x <u>I</u> Non-Repeatability: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/04/12 by: Glen Hammonds
 Division Chair Approval Date: 03/08/12 by: Dietrich Kanzler
 Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

HVAC THEORY 4 HOURS

Air conditioning theory, systems, safety, servicing bus components, heating systems, preventive maintenance.

SERVICING A/C EQUIPMENT 4 HOURS

Safety, servicing bus components, heating systems, preventive maintenance.

COMPRESSOR DISASSEMBLY 4 HOURS

Compressor overview, troubleshooting – compressors, disassembly.

ELECTRICAL DIAGRAMS SCHEMATICS TROUBLESHOOTING 4 HOURS

Electrical schematics, reading Thermo-King schematics, adjusting the Trane compressor

unloading

un-loading mechanism.

MODULE REVIEW AND TEST 2 HOURS

LABORATORY 6 HOURS

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

3 - Important-sometimes try to achieve

1. -

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 078, Transit Vehicle Drive Train Suspension
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	078	
Course Title	Transit Vehicle Drive Train Suspension	
Former Title		
Units	0.4	
Lecture Hours	15	
Laboratory Hours	6	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>21</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Designed to acquaint the student with the basic theory of operation, diagnostic and troubleshooting techniques, repair and service of drive train suspension.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R+NR - Repeatable x+Non-Repeatable : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/04/12 by: Glen Hammonds

Division Chair Approval Date: 03/08/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

DRIVE TRAIN SUSPENSION THEORY 4-HOURS LEC

Theory of suspension systems, drive shafts and U joints.

WHEEL BEARINGS 5-HOURS3 LEC 2 LAB

Use, service, troubleshooting.

ALIGNMENT 5-HOURS3 LEC 2 LAB

Alignment overview, diagnostic review, troubleshooting.

HYDRAULIC STEERING SYSTEMS 5-HOURS3 LEC 2 LAB

Hydraulic steering systems overview, assembling, disassembling, troubleshooting.

MODULE REVIEW / EXAM 2 HOURSTESTLEC

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

5 - Essential-always try to achieve

1. -

Students will listen to lecture material. They will answer questions verbally in the classroom and the lab, pertaining to the lecture presentation. Students will be encouraged to ask questions related to the course material. Students will complete all reading and writing assignments given in class.

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 079, Transit Vehicle Wheelchair Lifts

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	079	
Course Title	Transit Vehicle Wheelchair Lifts	
Former Title		
Units	0.2	
Lecture Hours	8	
Laboratory Hours	4	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>12</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Designed to acquaint the student with the basic theory of operation, diagnostic and troubleshooting techniques, repair and service of wheelchair lifts.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R+NR - Repeatability x+ Non-Repeatability: D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/04/12 by: Glen Hammonds

Division Chair Approval Date: 03/08/12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: 03/26/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

WHEELCHAIR THEORY

3 HOURS

2 LEC 1 LAB

Theory of RTS wheelchair lift.

ADDITIONAL TYPES

3 HOURS

2 LEC 1 LAB

EEC wheelchair lift.

MOBIL UNITS

3 HOURS

2 LEC 1 LAB

Mobil Tech wheelchair lift.

LIFT-U WHEELCHAIR LIFT

3 HOURS

1 LEC 1 LAB

Lift-U wheelchair lift.

MODULE REVIEW AND TEST 1 LEC

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

#59

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Diesel 080, Transit Vehicle Air Brake Systems

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Diesel	
Course Number	080	
Course Title	Transit Vehicle Air Brake Systems	
Former Title		
Units	0.3	
Lecture Hours	10	
Laboratory Hours	8	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>18</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Diagnosis, service and repair procedures of air brake systems used on Orange County Transportation buses. Actual work with components and controls on the air brake systems is accomplished.

Budget Unit	<u>15753</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R + <u>NR</u> - Repeatability x + <u>Non-Repeatability</u> : D, F, NC, W
TOPS Code	<u>94700 - Diesel Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>P/NP Only</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/04/12 by: Glen HammondsDivision Chair Approval Date: 03/08/12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in repair of the bus fundamentals. Allow students to independently expand depth and breadth of bus repair knowledge.

INTRODUCTION 2 HOURS

Overview of air valves.

BRAKE CHAMBERS 3 HOURS

Types of chambers, adjusters that are on buses. Foundation brakes and brake linings, wedge brakes.

RETARDERS 3 HOURS

How and why retarders are on buses.

LABORATORY 8 HOURS

Hands-on skills with air systems.

MODULE REVIEW / EXAM 2 HOURS

Review and exam

TEST

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Provided by Orange County Transportation Authority.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

5 - Essential-always try to achieve

1. -

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Human Development 208, Working with Families of Children with Special Needs

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Human Development	
Course Number	208	
Course Title	Working with Families of Children with Special Needs	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

Human Development 205.

CATALOG DESCRIPTION

This course will provide teachers, intervention assistants, administrators and parents the tools necessary to support families of children with disabilities and other special needs in early childhood and school age programs. Techniques, strategies and resources will be provided to support children in a natural and/or inclusive educational setting and to empower the advocacy of parents.

Budget Unit	<u>15717</u>	
Classification Code	Y	
Transfer Code	<u>A</u> B - Transferable to both UC and CSU <u>only</u>	
Method of Instruction	10	
SAM Priority Code	D <u>B</u> - Possible <u>Advance</u> Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	-	<u>130500 - Child Devlpmnt/Early Care/Educ</u>
Topics Course	No	

Open Entry/Exit No
Grading Options Letter Grade or P/NP
 Curriculum Office Use Only.

Department Chair Approval Date: 11/14/11 by: Gwen Morgan-Bezell
 Division Chair Approval Date: 11/17/11 by: Kristina Ross
 Curriculum and Instruction Council Chair Approval Date: 02/27/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Exploring Stages of Teaching, Directing, Parenting LEC 3 HOURS

Overview of class.

How this course completes information base obtained in prerequisite survey course (Human Development 205, Exceptionally and Special Needs in Human Development)

Our roles.

Exploring Attitudes and Belief Systems LEC 3 HOURS

Exploring attitudes and belief systems that may create a barrier to building positive relationships and partnerships with families.

Personality styles.

Family composition and structure.

Diversity issues.

Creating Partnerships LEC 3 HOURS

What ~~makes a~~ makes good partnerships?

Benefits of building partnerships.

Building family-school partnerships through collaboration.

Making partnerships a reality.

Family Involvement in Children's Program LEC 3 HOURS

Meeting the challenge of working with culturally diverse groups including children with disabilities and other special needs.

Resources available.

Gathering information.

Bilingual issues.

Creating ownership in the program.

Specialized Services LEC 3 HOURS

Early Intervention Issues and Outcomes

Identification/referral process.

Chronological and development age of child.

Windows for optimal development, brain research, efficacy studies.

Severity if left undetected or addressed-secondary disability.

"Remediation later vs. Intervention today" argument.

Specialized Services LEC 3 HOURS

Suspecting a Problem

Difference of disability (development issues).

Environmental factors (family, SES, health and safety).

Emotional regulation, relationships with others.

Sensory processing and responsiveness to others and environment.

Specialized Services LEC 3 HOURS

#61

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Human Development 220, The Child as Victim
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Human Development
Course Number	220
Course Title	The Child as Victim
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Exploration of battered, molested and neglected children from five vantage points: child, law, parents, social services and educator.

Budget Unit	<u>15717</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	D-C - Possible-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	130540 - Preschool Age Child
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 11/09/11 by: Gwen Morgan-Beazell

Division Chair Approval Date: 11/14/11 by: Kristina Ross

Curriculum and Instruction Council Chair Approval Date: 12/05/2011

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in child abuse fundamentals. Allow students to independently expand depth and breadth of child as victim fundamentals knowledge.

INTRODUCTION: THE HISTORY OF CHILD ABUSE - 3 HOURS

The student shall demonstrate an awareness of the existence and various conditions of child abuse.

UNIT I - THE PARENTS: THE NEED AND DRIVE FOR HELP - 12 HOURS

PATTERNS OF CHILD ABUSE

CHILD PHYSICAL ABUSE

CHILD NEGLECT

CHILD MOLESTATION

The student shall demonstrate an understanding of the effects of child abuse on the developing child. The student shall demonstrate an understanding of the variety of causes, both societal and individual, of child abuse. The student shall identify possible child abuse cases.

UNIT II - 12 HOURS

THE CHILD: HIS NEED FOR HELP

THE CHILD'S NEED FOR EARLY RECOGNITION, IMMEDIATE CARE AND PROTECTION

LONG-TERM EFFECTS OF ABUSE ON THE CHILD

THE CHILD AND HIS DEVELOPMENT

THE CHILD AND HIS SCHOOL

HOW TO IDENTIFY A CASE OF POSSIBLE CHILD ABUSE

WHAT'S ABUSIVE AND WHAT IS DISCIPLINE

REPORTING PROCEDURES

The student shall identify ways of helping to rehabilitate child victims.

UNIT III - 12 HOURS

THE SETTING: WHERE CAN HELP BEST BE GIVEN

EFFECTIVE HELP FOR CHILD ABUSE

THE STATUS OF CHILD PROTECTIVE SERVICES

CHILD ABUSE REPORTING

LEGISLATION

THE MEDICAL CENTER CHILD ABUSE

CONSULTATION TEAM

The student shall identify various reporting procedures and demonstrate an understanding of when and how to use the services. The student shall identify the resources available for individual and/or potential child abuse situations.

UNIT IV - 9 HOURS

THE COURT AND THE LAW: A POSITIVE ROLE

THE BATTERED CHILD AND THE LAW

THE FAMILY COURT IN AN URBAN SETTING

THE ROLE OF THE LAWYER IN CHILD ABUSE CASES

THE ROLE OF THE POLICE IN CHILD ABUSE

CHILDREN'S RIGHTS

The student shall demonstrate an understanding of the laws and penalties associated with various forms of child abuse.

#62

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 074, CNC Milling Center Set Up and Operation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	074
Course Title	CNC Milling Center Set Up and Operation
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	32
Arranged Hours	None
Total Semester Contact Hours	80

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

Manufacturing Technology 058 and 071 with a grade of C or better.

CATALOG DESCRIPTION

Basic setup and operation of numerically controlled milling machines. Students will set up and run a 3 axis CNC milling machine.

Budget Unit	15755
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	B - Advance Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable : D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP
Curriculum Office Use Only.	

Department Chair Approval Date: ~~11/09/06~~ ~~27/11~~ 12 by: Dietrich Kanzler

Divison Chair Approval Date: ~~11/10/09~~ ~~16/11~~ 12 by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: ~~11/21/2011~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires the student to determine CNC programming principles, analyze operations, and predict probable outcomes for solving common CNC programming problems; to apply CNC programming principles and interpret their diverse elements by completing CNC programming procedures, predicting probable outcomes, machining the work piece, and identifying and solving CNC machining problems. Requires the student to analyze and explain principles of CNC programming through class discussion and communication with peers and instructors during lab experiences.

INTRODUCTION TO COURSE

CNC CERTIFICATE, AA DEGREE, MACHINE SAFETY - LEC 3 HOURS

THREE AXIS NOMENCLATURE NC MILL START-UP PROCEDURES - LEC 3 / LAB 2 HOURS

Students will be able to identify each motion axis and describe their movement.

LIMITS AND LIMIT OVERRIDES; JOG CONTROLS (MANUAL); INCREMENTAL MOVES (XYZ) - LEC 3 / LAB 2 HOURS

Each student will be able to start-up, jog, reset, and incrementally move all 3 axis on the machine.

SETTING ABSOLUTE XOYO; GOTO XOYO; O RETURN; AUTO ZO - LEC 3 / LAB 3 HOURS

Student will be able to use these functions on the NC Mill.

TOOL LENGTH OFFSETS AND CUTTER RADIUS COMPENSATION - LEC 6 / LAB 4 HOURS

Each student will be able to find, store, and retrieve tool length offsets and radius compensation offset.

PROGRAM TRANSFER TO MANUFACTURING MEMORY AUTOMATIC RUN OF PROGRAM - LEC 3 / LAB 3 HOURS

Student will be able to transfer a program to the machine control, store TLO, and run a program.

RUN A COMPLETE PART PROGRAM IN AUTO MODE - LEC 3 / LAB 3 HOURS

The student will produce a finished part from an existing program.

MIDTERM EXAM - LEC 3 HOURS

MANUAL DATA INPUT MDI - LEC 3 / LAB 2 HOURS

MDI controls will be used and demonstrated by each student.

AUTOMATIC RUN OF AN ALUMINUM PART CUTTING SPEEDS AND FEEDS - LEC 3 / LAB 3 HOURS

Each student will set-up and run an aluminum part with an existing program.

ON-LINE EDITING METHODS WITH A PC AND MC MANUFACTURING - LEC 3 / LAB 2 HOURS

Each student will be able to on-line edit a program.

WRITING A PROGRAM, DEBUGGING AND RUNNING FIRST PART - LEC 6 / LAB 4 HOURS

Each student will write their own program with lines and arcs.

SPECIAL PROGRAM FEATURES; POLAR COORDINATES, CIRCULAR INTERPOLATION, CANNED CYCLES - LEC 6 / LAB 4 HOURS

Each student will develop his/her own program drawing, type a program, debug, and run one part complete on the CNC milling machine

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 076, CNC Turning Center Set Up and Operation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	076
Course Title	CNC Turning Center Set Up and Operation
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	32
Arranged Hours	None
Total Semester Contact Hours	80

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

Manufacturing Technology 058 and 071 with a grade of C or better.

CATALOG DESCRIPTION

Setup and operation of numerically controlled lathe with emphasis on the application of the Fanuc 10T machine control and CNC machining methods used in industry.

Budget Unit	15755
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	B - Advance Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~++09/0628/++12~~ by: Dietrich Kanzler

Divison Chair Approval Date: ~~++10/0916/++12~~ by: Dietrich Kanzler

Curriculum and Instruction Council Chair Approval Date: ~~11/21/2011~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires the student to determine CNC programming principles, analyze operations, and predict probable outcomes for solving common CNC problems. Requires the student to apply CNC principles and interpret their diverse elements by completing CNC programming procedures, predicting probable outcomes, machining the work piece, and identifying and solving CNC programming through class discussion and communication with peers and instructors during experiences.

INTRODUCTION TO PRACTICAL CNC LATHE PRINCIPLES: HISTORICAL PERSPECTIVE OF CNC; BASIC ELEMENT OF A CNC SYSTEM; INTRODUCTION TO BASIC 2-AXIS (X-Z) - LEC 3 HOURS / LAB 2 HOURS

Students will understand the basic principles of CNC lathe.

- Part program
- Program input device
- Machine control unit
- Coordinate System
- Drive system
- Machine tool feedback system
- Machine axis identification

CARTESIAN COORDINATE SYSTEM (X-Z AXIS DIMENSION WORDS (X-Z); ABSOLUTE POSITIONING (G90); INCREMENTAL POSITIONING (G91) - LEC 3 / LAB 2 HOURS

Student will understand how the machine motion can be described by Cartesian coordinates. Also, the positioning of the tool either in absolute (from fixed point) or incremental (point-to-point).

REFERENCE COORDINATES: MACHINE REFERENCE (ZERO); REFERENCE RETURN POINT; WORK REFERENCE (ZERO) POINT; PROGRAM REFERENCE POINTS - LEC 3 / LAB 3 HOURS

Student will understand about:

- Machines fixed origin
- Predetermined positions controlled by limit switches
- Work piece origin
- Other reference points in the part program

PREPARATORY FUNCTIONS (G-CODES); RAPID POSITIONING (G00); LINEAR INTERPOLATION (G01); CIRCULAR INTERPOLATION CLOCKWISE (G02); CIRCULAR INTERPOLATION C-CLOCKWISE (G03); CIRCULAR ARC ADDRESSES (I, K, R) - LEC 3 / LAB 3 HOURS

Student will understand how to select a movement system at a programmed feed rate or rapid move. Linear moves involves straight-line movement with specified federate. Circular movement clockwise or counter-clockwise.

INTRODUCTION TO PROGRAM CNC LATHE USING SOME OF THE BASIC WORDS AND G-CODES (N,G,X,Z,F,S,T,M, ETC.) - LEC 6 / LAB 3 HOURS

Student will be able to write a simple program, using g-codes for linear interpolation with feed rate F, s-spindle speed and m-codes for turning spindle on and off.

SELECTING CUTTING TOOLS; IDENTIFICATION AND SELECTION OF TOOL HOLDERS; IDENTIFICATION AND SELECTION OF INDEXABLE INSERTS; SELECTING SPEEDS AND FEEDS (G96, G97) - LEC 3 / LAB 2 HOURS

Students will be capable of selecting different tools and the proper speeds and feeds.

They will learn how to identify the indexable insert and its characteristics.

Effect of speed, feed and depth of cut on tool life and surface finish.

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 084, Advanced CNC Mill Set Up and Operation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	084
Course Title	Advanced CNC Mill Set Up and Operation
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	32
Arranged Hours	None
Total Semester Contact Hours	80

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

MNFG 071 with a minimum grade of C

MNFG 074 with a minimum grade of C

CATALOG DESCRIPTION

Advanced set up and operation of CNC Machining Center. Student will learn the advanced concepts in set up and operation of the state-of-the-art milling equipment. Course curriculum will include instruction on boring cycles, reaming cycle, thread milling, 4th AXIS rotary table and multiple fixture offsets.

Budget Unit	15755
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R + <u>NR</u> - Repeatable x+ <u>Non-Repeatable</u> : D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~11~~09/0628/11-12 by: Dietrich Kanzler
 Divison Chair Approval Date: ~~11~~10/0916/11-12 by: Dietrich Kanzler
 Curriculum and Instruction Council Chair Approval Date: ~~12~~05/2011

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Requires students to analyze statements for validity, and solve problems relating to the subject matter. Requires student to research and analyze assigned reading material to arrive at correct responses to questions and statements on research papers. Requires the student to apply the solutions to the problems encountered in CNC Mill fundamentals. Allow students to independently expand depth and breadth of set up and operation-fundamentals knowledge.

REVIEW OF: INSTALLATION OF MULTIPLE FIXTURES; FIXTURE OFFSETS; TOOL OFFSETS; LOADING AND EDITING PROGRAMS INTO THE MACHINE - LEC 6 / LAB 4 HOURS

Student will learn how to:

- Install fixture including indicating of parts, fixtures and vises.
- Loading and editing part programs.
- Selection of bolts and accessories.
- Find and calculate speeds and feeds.

SETUP OF MULTIPLE FIXTURES AND FIXTURE OFFSETS, USING G10 WORK OFFSET - LEC 3/ LAB 2 HOURS

Students will learn how to:

- Install multiple fixtures
- Determine work offsets using G10.

TOOL OFFSET; PROGRAMMING AND DEBUGGING - LEC 3 / LAB 2 HOURS

Students will learn how to:

- Machine parts using undersized tools
- Debug programs by using dry runs.

BORING CYCLES; DRILLING CYCLE; REAMING CYCLE; TAPPING CYCLE, RIGID AND FLOATING HOLDERS - LEC 12 / LAB 8 HOURS

Students will learn:

- The functions of different canned cycles
- How to establish work offset by indicating holes and pins
- How to use telescopic gauges
- GO and NO GO gauges
- Inside MICROMETERS

MIRROR IMAGE - LEC 6 / LAB 4 HOURS

Students will learn how to machine multiple parts using mirror image.

THREAD MILLING/INTERNAL AND EXTERNAL- LEC 6 / LAB 4 HOURS

Students will learn how to write a program for internal and external thread milling.

4TH AXIS: INTRODUCTION; AXIS ASSIGNMENT; CONFIGURATION OF 4TH AXIS; INSTALLATION OF ROTARY TABLE; WRITING PROGRAM FOR 4TH AXIS - LEC 12 / LAB 8 HOURS

Student will learn how to:

- Program, set up and operate 4th AXIS
- Install and indicate the rotary table and accessory equipment.

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first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 086, Advanced CNC Lathe Programming, Setup and Operation

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	086
Course Title	Advanced CNC Lathe Programming, Setup and Operation
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	32
Arranged Hours	None
Total Semester Contact Hours	80

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

MNFG 071 with a minimum grade of C

MNFG 076 with a minimum grade of C

CATALOG DESCRIPTION

Advanced programming, setup and operation of CNC lathe. Course curriculum will include instruction on C-Axis with live tooling option, subprogram for C-Axis, tapered I.D. and O.D. thread, canned cycles, uses of digital probe for tool offset and programmable tailstock.

Budget Unit	15755
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable: D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~11/09/06~~28/11-12 by: Dietrich Kanzler
 Division Chair Approval Date: ~~11/10/09~~16/11-12 by: Dietrich Kanzler
 Curriculum and Instruction Council Chair Approval Date: ~~12/05/2011~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

INTRODUCTION; MACHINE AXIS DESIGNATION; DEMONSTRATION OF CNC LATHE - LEC 3 HOURS

Students will learn the class rules and safety process. Students will be able to identify each axis motion and describe their movement.

CONTROL PANEL; MODE OPERATION; EDIT; MDI; MEMORY; JOG - LEC 6 HOURS

Students will be familiar with the control panel. Students will learn the operation of Edit, MDI, Memory and Jog mode.

MACHINE HOME; PROGRAM EDIT; TOUCH PROBE - LEC 6 HOURS

Students will learn how to send machine home and how to setup fixture offsets, geometry offset using touch probe.

PROGRAM FORMAT; VISUAL CODES; CANNED CYCLES: O.D. ROUGH AND FINISH, O.D. & I.D. GROOVING, DRILLING & I.D. BORING - LEC 9 HOURS

Students will learn the program format and write the program for the first project, using the canned cycles and visual codes.

PROGRAM, SETUP & OPERATION - LEC 3 HOURS

Students will setup and cut the part.

I.D. & O.D. THREADS; MULTIPLE START THREADS; TAPER THREADS - LEC 6 HOURS

Students will learn how to write a program for O.D., I.D., Taper and Multiple Threads.

LIVE TOOLING; C-AXIS; PROGRAMMABLE TAILSTOCK - LEC 6 HOURS

Students will learn how to program C-Axis, using live tooling and programmable tailstock.

SETUP; OPERATION - LEC 6 HOURS

Students will learn how to setup and operate C-Axis and live tooling.

FINAL EXAM: PERFORMANCE EXAM, WRITTEN EXAM - LEC 3 HOURS

Student will be taking performance exam on the machine.

Plus 32 hours directed lab.

COURSE MATERIALS

Required texts and/or materials. (Include price and date of publication.)

Required: Smid, P.. *CNC Programming Handbook*, 3 ed. Industrial Press, 2008, ISBN: 978-083113347.

Recommended readings and/or materials:

Machinist Handbook

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 094, CNC Horizontal Mill Setup and Operation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	094
Course Title	CNC Horizontal Mill Setup and Operation
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	32
Arranged Hours	None
Total Semester Contact Hours	80

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

MNFG 071 with a minimum grade of C

MNFG 074 with a minimum grade of C

MNFG 084 with a minimum grade of C

CATALOG DESCRIPTION

Set up and operation of CNC Horizontal Machining Center. Student will learn the concepts necessary for set up and operation of the state-of-the-art horizontal milling machine. Course curriculum will include instruction on multi fixtures, rapid pallet changing, ability to machine several sides at once with a single set-up using fully programmable 4th axis, to boost productivity, cut lead times and lower production costs.

Budget Unit	15755
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	R1-NR - Repeatable x1-Non-Repeatable : D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No

Grading Options

Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~11/09/06~~28/11-12 by: Dietrich KanzlerDivision Chair Approval Date: ~~11/10/09~~16/11-12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: ~~12/05/2011~~**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

REVIEW OF: INSTALLATION OF MULTIPLE FIXTURES; FIXTURE OFFSETS; TOOL OFFSETS; LOADING AND EDITING PROGRAMS INTO THE MACHINE - 6 HOURS

Student will learn how to:

Install fixture including indicating of parts, fixtures and vises.

Loading and editing part programs.

Selection of bolts and accessories.

Find and calculate speeds and feeds.

SET UP OF MULTIPLE FIXTURES AND FIXTURE OFFSETS, USING WORK OFFSETS. - 3 HOURS

Students will learn how to:

Install multiple fixtures

Determine work offsets using G10.

TOOL OFFSET PROGRAMMING AND DEBUGGING - 3 HOURS

Students will learn how to:

Machine parts using undersized tools.

Debug programs by using dry runs.

BORING CYCLES , DRILLING CYCLE , REAMING CYCLE , TAPPING CYCLE , RIGID AND FLOATING HOLDERS - 12 HOURS

Students will learn:

The functions of different canned cycles.

How to establish work offset by indicating holes and pins.

How to use telescopic gauges.

Go and No Go gauges

Inside micrometers.

MIRROR IMAGE - 6 HOURS

Students will learn how to machine multiple parts using mirror image.

THREAD MILLING/INTERNAL AND EXTERNAL - 6 HOURS

Students will learn how to write a program for internal and external thread milling.

4TH AXIS; AXIS ASSIGNMENT, CONFIGURATION OF 4TH AXIS, INSTALLATION OF ROTARY TABLE, WRITING PROGRAM FOR 4TH AXIS - 12 HOURS

Student will learn how to:

Program, set up and operate 4th AXIS

Install and indicate the rotary table and accessory equipment.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

#67

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Nutrition & Food 062, Basic Techniques of Cooking

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Nutrition & Food	
Course Number	062	
Course Title	Basic Techniques of Cooking	
Former Title		
Units	2	
Lecture Hours	16	
Laboratory Hours	48	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>64</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Basic techniques and principles of food preparation are practiced in skill applied laboratory. (Same as Culinary Arts 062.)

Budget Unit	<u>15714</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	D C - Possible-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	130600 - Nutrition/Foods/Culinary Arts
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 08/22/12 by: Kyla BensonDivision Chair Approval Date: 09/11/12 by: Kristina Ross

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

LABORATORY ORGANIZATION AND PROCEDURES LEC 2.0/ LAB 6.0 HOURS

Course overview and requirements. Laboratory procedures and responsibilities. Basic Terminology. Efficiency and sanitation in dish washing and food preparation.

BASIC PREPARATION TECHNIQUES

Measuring and recipes procedures

EQUIPMENT USE

Use and care of kitchen equipment.

**GUIDELINES FOR THE SELECTION AND STORAGE OF QUALITY INGREDIENTS
TECHNIQUES AND PROCEDURES IN THE PREPARATION OF :**

MILK AND CHEESE LEC 2.0/ LAB 6.0 HOURS

EGGS LEC 1.5/ LAB 4.5 HOURS

VEGETABLES, FRUITS, SALADS LEC 2.0/ LAB 6.0 HOURS

FATS AND OILS LEC 1.0 / LAB 3.0 HOURS

Products made from or cooked in fats and oils.

CEREALS AND STARCHES LEC. 1.0 / LAB 3.0 HOURS

BAKED PRODUCTS LEC 2.5 / LAB 7.5 HOURS

Quick breads, yeast products, cakes and pastries

MEATS, FISH, POULTRY LEC 3.0 / LAB 9.0 HOURS

CRYSTALLIZATION LEC 1.0 / LAB 3.0 HOURS

Sugar and ice crystals, candy and frozen desserts.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Freeland. *Understanding Food Principles and Preparation*, ed. Thomson/Wadsworth Publishing, 2010, ISBN: 9780023396410.

Recommended readings and/or materials:

Time Life Series of Foods Around the World

Other: None

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first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Welding 008, Oxyacetylene-Arc Welding

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Welding	
Course Number	008	
Course Title	Oxyacetylene-Arc Welding	
Former Title		
Units	3	
Lecture Hours	16	
Laboratory Hours	96	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>112</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Technical knowledge and basic skills needed for occupational oxyacetylene and arc welding processes and applications. Students must furnish safety equipment. (Same as Automotive Technology 008 and Diesel 008.)

Budget Unit	<u>15756</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	D-C - Possible-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	<u>95650 - Welding Technology</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 03/05/12 by: Glen HammondsDivison Chair Approval Date: 03/08/12 by: Dietrich KanzlerCurriculum and Instruction Council Chair Approval Date: 03/26/2012**COURSE CONTENT**

(Include major topics of the course, time required, and what the student is expected to learn.)

WELDING SAFETY - LEC 5 / LAB 10 HOURS

An understanding of the safety rules and procedures involving oxyacetylene welding.

OXYACETYLENE WELDING EQUIPMENT - LEC 1 / LAB 5 HOURS

Different types of equipment available and how they function

THE OXYACETYLENE PROCESS - LEC 1 / LAB 5 HOURS

How, why, and when the oxyacetylene process works and is used.

RUNNING BEADS AND OBSERVING RESULTS - LEC 2 / LAB 14 HOURS

Torch manipulation and when to use filler material to make a sound and proper weld.

BRAZING, USING THE OXYACETYLENE PROCESS - LEC 1 / LAB 14 HOURS

Light steel plate and ~~cast iron brazing~~ plasma cutting on steel, stainless steel and aluminum process

FLAME CUTTING - LEC 1 / LAB 14 HOURS

The how's, why's, and where's of flame cutting

WELDING SAFETY - LEC 1 / LAB 5 HOURS

An understanding of all safety ~~practices~~ practices relating to electric arc welding.

ARC WELDING EQUIPMENT - LEC 1 / LAB 5 HOURS

Insight into the uses and functions of the various pieces of equipment and supplies necessary to arc welding.

THE ARC WELDING PROCESS - LEC 2 / LAB 14 HOURS

How and why arc welding processes work

WELDING METALLURGY - LEC 1 / LAB 10 HOURS

The basic metallurgical concepts involved with arc welding.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials: None

William Bowditch & Kevin Bowditch, Welding Technology Fundamentals. The Goodheart-Willcox Company, Inc. Tinely Park, Illinois ISBN#1-56637-314-x

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 408, ESL/Family Literacy Intermediate 1

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O X CATALOG CHANGES
DELETION REVISION WITH W/O X CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: ENGLISH AS A SECOND LANGUAGE 408

Course Title: ESL/Family Literacy Intermediate 1

Credits: 0

Class hours: 216

Prerequisite: None

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This course includes the ESL Intermediate 1 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning. Develops parenting skills using language appropriate for this level. Open entry/Open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 408, ESL/Family Literacy Intermediate 1. 0 Credits.

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This course includes the ESL Intermediate 1 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning. Develops parenting skills using language appropriate for this level. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code K Transfer Code N/A-C SAM Priority Code E

Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12

Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012

Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-408

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A Course prior to transfer level E

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: ENGLISH AS A SECOND LANGUAGE 408

Course Title: ESL/Family Literacy Intermediate 1

Credits: 0

Class hours: 216

Prerequisite: None

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This course includes the ESL Intermediate 1 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning. Develops parenting skills using language appropriate for this level. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No SAC Department Chair _____ Date _____
 Yes No SCC Department Chair _____ Date _____

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Note: ESL in the noncredit program is taught holistically, integrating all four skills in every lesson.

Skills	216 hours (total)	Students will be able to
Listening	160	<ul style="list-style-type: none"> Identify the main topic of conversation in familiar material Demonstrate understanding of non face-to-face speech in familiar contexts such as simple phone conversations and routine announcements Recognize words that signal differences between present, past, and future events
Speaking		<ul style="list-style-type: none"> Make present, future, and past statements related to basic needs and common activities using previously learned phrases and simple sentences Communicate personal information (tell others about self, etc.) Ask for simple directions and for meanings of unknown words and expressions Ask about present and past activities Ask questions about basic needs based on previously learned vocabulary
Reading		<ul style="list-style-type: none"> Interpret narrative and descriptive passages on familiar and some unfamiliar topics Scan for specific information in simple life skill materials related to immediate needs Predict meanings of unfamiliar vocabulary in highly contextualized materials Interpret abbreviations for words previously learned Recognize some basic prefixes and suffixes Use alphabetical order Use dictionary guide words, pronunciation key, index, tables of context Skim for general meaning and scan for specific information in short passages Begin to use critical thinking skills in reading comprehension activities
Writing		<ul style="list-style-type: none"> Expand group revision and some editing strategies. The full cycle of the writing process is introduced. Develop sense of audience and register Perform communicative and realistic tasks (write short telephone messages and thank you notes, complete forms, etc.) Perform creative/academic tasks (take guided notes on material presented orally, write short autobiography, write a personal opinion based on class reading or discussion, etc.)

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 409, ESL/Family Literacy Intermediate 2

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O X CATALOG CHANGES
DELETION REVISION WITH W/O X CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: ENGLISH AS A SECOND LANGUAGE 409
Course Title: ESL/Family Literacy Intermediate 2
Credits: 0
Class hours: 216
Prerequisite: None

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This course includes the ESL Intermediate 2 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning.
Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 409, ESL/Family Literacy Intermediate 2. 0 Credits.

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This course includes the ESL Intermediate 2 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning.
Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite* N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A-C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12
Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012
Curriculum Committee Approval Julia Alesselli Date: 10/1/12
Curriculum Council Approval Date Subject ID Number ESL-409

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A
Course prior to transfer level D

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 409, ESL/ Family Literacy Intermediate 2

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY: (60 word limit; underline changes if a revision).

Course Number: ENGLISH AS A SECOND LANGUAGE 409

Course Title: ESL/Family Literacy Intermediate 2

Credits: 0

Class hours: 216

Prerequisite: None

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This course includes the ESL Intermediate 2 curriculum with an additional family literacy focus and component. Utilizes various language-based activities to enhance family language learning.

Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes	No	SAC Department Chair _____	Date _____
Yes	No	SCC Department Chair _____	Date _____

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 460, Intermediate ESL 1

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number ENGLISH AS A SECOND LANGUAGE 460
Course Title Intermediate ESL 1
Credits: 0
Class hours: 216
Prerequisite: None

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This is the fifth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 460, INTERMEDIATE ESL 1. 0 credits.
Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This is the fifth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A-C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12
Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012
Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-460
(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A
Course prior to transfer level E

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 460, Intermediate ESL 1

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number ENGLISH AS A SECOND LANGUAGE 460

Course Title Intermediate ESL 1

Credits: 0

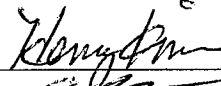

Class hours: 216

Prerequisite: None

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This is the fifth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair	Henry Kim		Date	<u>10/1/12</u>
Yes	X	No	SCC Department Chair	Eden Quimzon		Date	<u>10/1/12</u>

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 470, Intermediate ESL 2

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course number ENGLISH AS A SECOND LANGUAGE 470
Course Title Intermediate ESL 2
Credits: 0
Class hours: 216
Prerequisite: None

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This is the sixth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 470, Intermediate ESL 2. 0 credits.

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This is the sixth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code K Transfer Code N/A C SAM Priority Code E

Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12

Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012

Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-470

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A Course prior to transfer level D

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 470, Intermediate ESL 2

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY: (60 word limit; underline changes if a revision).

Course Number ENGLISH AS A SECOND LANGUAGE 470

Course Title Intermediate ESL 2

Credits: 0

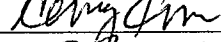
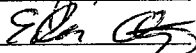
Class hours: 216

Prerequisite: None

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This is the sixth course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair	Henry Kim		Date	<u>10/1/12</u>
Yes	X	No	SCC Department Chair	Eden Quimzon		Date	<u>10/1/12</u>

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 480, Intermediate ESL 3

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number ENGLISH AS A SECOND LANGUAGE 480
Course Title Intermediate ESL 3
Credits: 0
Class hours: 216
Prerequisite: None

Emphasizes higher level language activities, conversations which convey complex thought patterns, authentic material which expands the use of critical thinking skills, and realistic and creative/academic writing. This is the seventh course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 480, Intermediate ESL 3. 0 credits.

Emphasizes higher level language activities, conversations which convey complex thought patterns, authentic material which expands the use of critical thinking skills, and realistic and creative/academic writing. This is the seventh course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective

Does this course have arranged hours? Yes No N/A X By course

Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement

Co/prerequisite message (10 character limit, (SEE CATALOG)

Is course cross-listed (same as) with another course? Yes No X Subject ID

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified

Budgetary Unit 18200 Classification Code K Transfer Code N/A C SAM Priority Code E

Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 4930.87

Proposed by Henry Kim Date: 10/1/12

Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012

Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-480
Noncredit Category Code A
Course prior to transfer level C

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 480, Intermediate ESL 3

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY: (60 word limit; underline changes if a revision).

Course Number ENGLISH AS A SECOND LANGUAGE 480

Course Title Intermediate ESL 3

Credits: 0

Class hours: 216

Prerequisite: None

Emphasizes higher level language activities, conversations which convey complex thought patterns, authentic material which expands the use of critical thinking skills, and realistic and creative/academic writing. This is the seventh course in the Continuing Education ESL continuum. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A

Yes	X	No	SAC Department Chair	Henry Kim	<i>Henry Kim</i>	Date	<u>10/1/12</u>
Yes	X	No	SCC Department Chair	Eden Quimzon	<i>Eden Quimzon</i>	Date	<u>10/1/12</u>

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 711, Academic English as a Second Language Intermediate 1

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: ENGLISH AS A SECOND LANGUAGE 711
Course Title: Academic English as a Second Language Intermediate 1
Credits: 0
Class hours: 216
Prerequisite: None

Fourth of the six academic ESL courses with an emphasis on the grammatical structures of English and developmental reading skills. Practice in short paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 711, Academic English as a Second Language Intermediate 1. 0 credits.
Fourth of the six academic ESL courses with an emphasis on the grammatical structures of English and developmental reading skills. Practice in short paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12

Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012

Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-711

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A Course prior to transfer level E

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 711, Academic English as a Second Language Intermediate 1

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY (60 word limit: underline changes if a revision).

Course Number: ENGLISH AS A SECOND LANGUAGE 711
Course Title: Academic English as a Second Language Intermediate 1
Credits: 0
Class hours: 216
Prerequisite: None

Fourth of the six academic ESL courses with an emphasis on the grammatical structures of English and developmental reading skills. Practice in short paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No SAC Department Chair Date
Yes No SCC Department Chair Date

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 712, Academic English as a Second Language Intermediate 2

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: ENGLISH AS A SECOND LANGUAGE 712
Course Title: Academic English as a Second Language Intermediate 2
Credits: 0
Class hours: 216
Prerequisite: None

Fifth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Practice with complex sentences and paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 712, Academic English as a Second Language Intermediate 2. 0 credits.

Fifth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Practice with complex sentences and paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12
Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012
Curriculum Committee Approval Date: 10/5-2012
Curriculum Council Approval Date Subject ID Number ESL-712

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: **ENGLISH AS A SECOND LANGUAGE 712, Academic English as a Second Language Intermediate 2**

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY (60 word limit: underline changes if a revision).

Course Number: ENGLISH AS A SECOND LANGUAGE 712
 Course Title: Academic English as a Second Language Intermediate 2
 Credits: 0
 Class hours: 216
 Prerequisite: None

Fifth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Practice with complex sentences and paragraph writing utilizing the structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 75% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES N/A X

Yes	No	SAC Department Chair _____	Date _____
Yes	No	SCC Department Chair _____	Date _____

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 713, Academic English as a Second Language Intermediate 3

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH X W/O CATALOG CHANGES
DELETION REVISION WITH X W/O CLASS SCHEDULE CHANGES

* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY: (60 word limit; underline changes if a revision)

Course Number: ENGLISH AS A SECOND LANGUAGE 713
Course Title: Academic English as a Second Language Intermediate 3
Credits: 0
Class hours: 216
Prerequisite: None

Sixth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Refine basic sentence and paragraph writing which utilize the grammatical structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing skills in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

ENGLISH AS A SECOND LANGUAGE 713, Academic English as a Second Language Intermediate 3. 0 credits.
Sixth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Refine basic sentence and paragraph writing which utilize the grammatical structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing skills in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X

List departments notified
Budgetary Unit 18200 Classification Code K Transfer Code N/A C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory

If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOPS CODE: 4930.87

Proposed by Henry Kim Date: 10/1/12

Division Dean Dr. Sergio R. Sotelo Date: 10-5-2012

Curriculum Committee Approval Date: 10/1/12

Curriculum Council Approval Date Subject ID Number ESL-713

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code A Course prior to transfer level C

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: ENGLISH AS A SECOND LANGUAGE 713, Academic English as a Second Language Intermediate 3

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY (60 word limit: underline changes if a revision).

Course Number: ENGLISH AS A SECOND LANGUAGE 713
Course Title: Academic English as a Second Language Intermediate 3
Credits: 0
Class hours: 216
Prerequisite: None

Sixth of the six academic ESL courses with an emphasis on more complex grammatical structures of English and developmental reading skills. Refine basic sentence and paragraph writing which utilize the grammatical structures introduced. This course provides multi-skills practice in a contextualized format that integrates listening, speaking, reading, and writing skills in preparation for academic success. Five High School elective credits may be granted if student passes the ESL posttest for this class with 70% or better. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes No SAC Department Chair Date
Yes No SCC Department Chair Date

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: History 146, African American History from 1863 to the Present
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	History	
Course Number	146	
Course Title	African American History from 1863 to the Present	
Former Title	Black People in 20th Century America	
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Survey of the history of African Americans in the United States from Reconstruction to the present. Focuses on the economic, political and social aspects of racism and the varied efforts to advance civil rights.

Budget Unit	<u>15655</u>
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	220300 - Ethnic Studies
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/26/12 by: Kristen Guzman

Divison Chair Approval Date: 10/03/12 by: Kristen Guzman

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students must think critically and apply logical analysis to resolve problems presented by lectures, discussions, essay questions on exams and final exam.

UNIT 1 - EMANCIPATION AND SUBORDINATION (9 hours)

Meaning of Freedom

The rise of Republican Liberalism
 The decline of Southern Republicanism
 A critique of Reconstruction
 The Election of 1876 and abandonment of Reconstruction

Students will analyze the successes and failures of the Reconstruction Era; compare and contrast the causes for the termination of Reconstruction from a Northern and Southern perspective.

Constructing the “Jim Crow” system

The overthrow of Reconstruction governments in the South
 Disenfranchisement and legalization of segregation
 Economic exploitation through sharecropping and peonage
 Violence, terror and triumph of White supremacy

Students will describe the “Jim Crow” system; analyze the social, legal, economic, and political strategies for enforcing compliance; assess the impact of the Jim Crow system on African American life; discuss post-Civil War racial relations and explore the connection to contemporary race-related issues.

Black Southerners and White Supremacy

Struggles in education and the role of Northern philanthropy
 Social, cultural and intellectual accomplishments
 African-American leaders and organizations during the Jim Crow period
 Struggles in the economic sphere

Students will examine the role of Northern philanthropy in establishing an educational system in the South; describe the achievements of freedmen and their leaders; and assess the struggle for economic improvement in the African-American community.

UNIT II - AFRICAN AMERICANS IN THE EARLY 20TH CENTURY (12 hours)

Challenges to Government and Corporate Power

Evolution of big business and labor
 Racial policies of Knights of Labor and AFL
 The use of race as a dividing factor among workers
 African-American leaders, unions and attitudes toward labor

Students will examine the evolving relationship between business, labor and government; evaluate the racial policies of emerging labor unions; analyze the relationship between African-Americans and immigrant groups in the labor market.

Promise and Perils: Progressive Reform

Origins and policies of the progressive movement
 Immigration, nativism and "scientific racism"
 The continuum of politics and race, Washington, Dubois, Garvey
 The successes and shortfalls of the movement

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Spanish N51, Spanish for Public Personnel

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Spanish	
Course Number	N51	
Course Title	Spanish for Public Personnel	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Designed for those needing basic Spanish conversation and vocabulary in a specific field of work, such as law enforcement, fire safety, health, and education. Includes clear and concise communication for emergency situations. Not applicable to associate degree.

Budget Unit	<u>15643</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	110500 - Spanish
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/29/12 by: Javier Galvan
 Division Chair Approval Date: 10/10/12 by: Kathleen Patterson
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

This plan of instruction requires the student to internalize the sound system and structure of the language and then reproduce language responses to linguistic, structural and cultural situations.

All segments taught concurrently.

Vocabulary, Idioms and Useful Phrases

- classroom and classroom-related expressions (2 hours)
- clothing, colors, professions (2 hours)
- greetings and farewell expressions (2 hours)
- body-related vocabulary and expressions (2 hours)
- days of the week, months of the year, seasons, expressions of time (weather-related expressions) (2 hours)
- food vocabulary and food-related expressions (at home, restaurants, supermarkets, etc.) (2 hours)
- numbers 0 - 1,000,000, telephone numbers, addresses, birth dates, prices, hours, math problems, schedules: bus, train, plane (2 hours)
- vocabulary related to traveling: passport, visa, travel agency, airport, hotel, restaurant, post office, etc. (2 hours)
- vocabulary related to health: illnesses, doctor's appointment, nurse's routine, hospital admittance, insurance forms, etc. (2 hours)
- vocabulary related to law enforcement: traffic violations, robbery, assault, prowling, car accident, etc. (2 hours)
- vocabulary related to teacher's tasks: children's instructions, commands, parent's conference, progress-report expressions, emergency phone calls, etc. (2 hours)
- vocabulary related to fire prevention: emergency calls, investigation of fires, paramedic calls on real emergency and possible (2 hours)
- emergency situations, vocabulary related to paramedic's questionnaires (2 hours)
- vocabulary related to law: depositions, counseling, defending, immigration, etc. (2 hours)
- vocabulary related to insurance: for car, health, accident, life, house, etc., vocabulary related to claims on all above (2 hours)
- vocabulary related to optometry, dentistry and other professions (2 hours)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required: Jarvis and Labredo. *Spanish for Getting Along*, 9th ed. Cengage, 2011, ISBN: 9780495902676. \$75

Recommended readings and/or materials:

1. Spanish language magazines
2. Spanish newspapers: La Opinion & Azteca News
3. Spanish language children's books

Other:

Listen to Spanish radio stations

Watch Spanish television channels

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Women's Studies 101, Introduction to Women's Studies
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Women's Studies
Course Number	101
Course Title	Introduction to Women's Studies
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

A multicultural survey of social trends, issues, opportunities, and topics of special interest to women. Discussion includes sex, sex role stereotyping, family problems, work, law, gender equity, physical and mental health, feminism, rape, and women in arts, sciences, history and business.

Budget Unit	<u>15690</u>
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	220110 - Women's Studies
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 10/01/12 by: Sandra Wood
 Divison Chair Approval Date: 10/03/12 by: Kristen Guzman
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Each section of the course requires students to identify basic physical and/or social processes and issues in gender formation, to evaluate critically the results/consequences of gender assignment, to explore common assumptions about femininity and masculinity, and to examine the relevance and significance of gender in the modern world. All exams and discussions require students to communicate clearly and accurately.

Introduction - Why Women's Studies? (3 hours)

A. Students will develop an understanding of the reasons for Women's Studies as a separate discipline.

Women and Men in a Changing World (21 hours)

A. Sex Differences: Myth and Reality - Students will be able to identify the physical differences that do exist between males and females.

B. Gender Socialization and Identity - Students will be able to explain the bifurcated socialization systems and its impact on personal identity formation and growth.

C. Minority Status: Devaluation and Domination - Students will be able to define and discuss the concept of "minority status" as it applies to women in modern America.

D. Femininity/Masculinity: Personal and Social Restrictions - Students will be able to describe and analyze the restricted role of both sexes. They will also be able to discuss the sub-cultural gender differences related to race, class, ethnicity, religion and sexual orientation.

Cultural Framework (24 hours)

A. Women in America: Her Story I - Students will evaluate the patterns of influence of women's lives in the U.S., including several social movements aimed at adjusting relationships among women, men and society.

B. Women in America: Personality Portraits - Students will evaluate the patterns of influence of women's lives in the U.S., including several social movements aimed at adjusting relationships among women, men, and society.

C. Women in Politics: Students will acquire knowledge and develop understanding of the range and value of political attitudes and action with the community of women: radicalism, liberalism, conservatism, and reactionarism.

D. Women and the Law: Students will be able to identify the legal status of women today and biases in the enforcement/application of law.

E. Women in the Arts and Sciences: Students will be able to identify and list the images and accomplishments of women in the arts and sciences, including the media and the impact of these factors on daily social life.

F. Women and Issues: Students will be able to identify and critically analyze major issues facing American women today.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Margaret Anderson. *Thinking About Women*, 8th ed. Allyn & Bacon, 2006, ISBN: 0205840957. 75.00

or

Required:Virginia Sapiro. *Women in American Society; An Introduction to Women's Studies*, 5th ed. McGraw Hill, 2002, ISBN: 0767416392.

or

Required:Claire Renzetti and Daniel Curran. *Women, Men and Society*, 5th ed. Allyn & Bacon, 2002, ISBN: 0205335330. 75.00

#80

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Women's Studies 102, Women in America: Work, Family, Self
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Women's Studies	
Course Number	102	
Course Title	Women in America: Work, Family, Self	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

An examination of women's roles in America. Emphasis on employment, family structures, and personal development. Topics include: historical patterns, socialization, opportunities, sexism, identity, growth, law, unionization, sexual harassment, media influence, family pressures, child care, guilt, stress.

Budget Unit	<u>15690</u>
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	220110 - Women's Studies
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 10/01/12 by:Sandra Wood

Divison Chair Approval Date: 10/03/12 by:Kristen Guzman

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

This course requires students to examine critically the significance of various social forces on women's life chances and choices, to identify underlying assumptions, to synthesize relevant patterns, to formulate possible alternatives, and to probe the issue of sexism in identity and work and family roles. All exams and discussions require students to communicate clearly and accurately.

Introduction and Overview (3 hours)

The student will ~~develop an understanding of~~ be able to identify and explain:

1. The reasons for studying the changing roles of women in the humanities.
2. The impact of employment on specific and general social roles and structures.
3. Cultural changes in response to such major role changes.

Historical Framework (12 hours)

- A. Traditional roles and opportunities - The student will ~~review historical~~ analyze the historical development and support of traditional female roles.
- B. Socialization and identity - The student will ~~investigate the~~ recognize and explain the socialization processes used to fit individual women into prescribed social roles.
- C. Rationalizations - The student will ~~identify, describe, and describe the~~ critique the rationales used to maintain and to change traditional roles.
- D. Trends - The student will describe and analyze current conditions relative to women in the American labor force.

The Self (15 hours)

- A. Changing self concepts
 1. Expectations and aspirations - The student will ~~develop an understanding of~~ recognize and illustrate the importance of the expectations of others on identity and achievement.
 2. Value of achievement - The student ~~will develop an understanding of the~~ will recognize and describe the role of occupational success in establishing personal values and self-esteem.
 3. Social stereotypes - The student will ~~develop an understanding of~~ examine and analyze the role of social stereotypes in personal growth and fulfillment.
- B. Psycho emotional reactions
 1. Stress - The student will ~~develop an understanding of~~ identify the range of personal reactions that are common among women.
 2. Resentment - the student will examine the role of resentment in framing solutions to women's issues.
 3. Drug use and abuse - The student ~~will develop an understanding of~~ will identify and explain the special problem of drug use among women caught between changing social demands and expectations.
- C. Social adjustment: coping patterns
 1. Support systems - The student will ~~develop an understanding~~ recognize and classify the range of coping mechanisms commonly used in adjusting the self to changing social conditions.
 2. Therapies and self help - the student will compare and contrast the different therapies women use as coping strategies.
 3. Social movements - The student ~~will develop an understanding of~~ will analyze and evaluate the different branches of feminism, traditionalism and other social movements designed to enhance and facilitate women's roles in society.
- D. Resulting problems
 1. Social reaction - the student will examine the diverse social reactions to new forms of women's identities.
 2. Personal adjustment - The student will evaluate emerging family forms as they relate to the issue of working women
 3. Marital instability - The student will investigate various problems associated with employment and family structures.
 4. Child care - the student will describe, examine, and assess the different issues related to child care options in the U.S.

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Manufacturing Technology 114, Geometric Dimensioning and Tolerancing
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Manufacturing Technology
Course Number	114
Course Title	Geometric Dimensioning and Tolerancing
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	48

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Drawing interpretation utilizing geometric dimensioning and tolerancing (ANSI Y14.5) as applied in engineering, manufacturing, and inspection. Suggested preparation: Prior or concurrent enrollment in Manufacturing Technology 011 or Engineering 122. (Same as Engineering 114.)

Budget Unit	15755
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	95630 - Machining and Machine Tools
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~11/09/06~~~~28/11~~~~12~~ by: Dietrich Kanzler
 Division Chair Approval Date: ~~11/10/09~~~~16/11~~~~12~~ by: Dietrich Kanzler
 Curriculum and Instruction Council Chair Approval Date: ~~11/21/20~~~~11~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

INTRODUCTION AND TOLERANCING--6 HOURS

Introduction, history, definitions, basic size, tolerance zones and fits.

SYMBOLS, TERMS, DATUMS, MODIFIERS--6 HOURS

Geometric characteristic feature control symbols, RFS, MMC, LMC condition, datums and zero tolerance.

FORM TOLERANCES--9 HOURS

Flatness, straightness, circularity and cylindricity.

ORIENTATION TOLERANCES--6 HOURS

Perpendicularity, angularity, parallelism.

PROFILE AND RUNOUT TOLERANCE--6 HOURS

Profile, runout tolerance.

LOCATION TOLERANCE--15 HOURS

Positional tolerance (fixed-floating fastener), concentricity and symmetry (now positional tolerance).

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Bruce A. Wilson. *GD&T*, 5th Edition ed. The Goodheart-Wilcox Company, 2010, ISBN: 978-1-60525-2.

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

~~1. - Students will demonstrate the successful application of critical thinking and problem solving skills during interaction, group discussions, and assignment completion.~~

~~1. - Students will be able to cite the types of geometric tolerancing and dimensioning for technical drawings and apply them to their assignments, and exams.~~

~~1. - Students will demonstrate understanding that continual respectful contact with others of diverse backgrounds will carry over to industry practice, where engineering work may be a global endeavor.~~

~~1. - Students will be able to recognize and cite their responsibility to the public for safe, accurate design and drafting. Students will demonstrate their understanding of the responsibility, for accuracy in drawings that~~

SANTA ANA COLLEGE/Continuing Education

COURSE OUTLINE APPROVAL SHEET

DISCIPLINE, NUMBER, TITLE: PARENT EDUCATION 528, Increasing Parent Awareness of U.S. Schools

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW REVISION WITH W/O X CATALOG CHANGES
DELETION REVISION WITH W/O X CLASS SCHEDULE CHANGES
* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

CATALOG ENTRY (60 word limit; underline changes if a revision)

Course Number: PARENT EDUCATION 528
Course Title: Increasing Parent Awareness of U.S. Schools
Credits: 0
Class hours: 132
Prerequisite: None

Develops awareness of school systems in the United States. Introduces content standards and expectancies for different grade levels. Includes teaching and learning processes, strategies to support school children at home, pre-collegiate preparation of children, and college options. Open entry/open exit.

CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)

PARENT EDUCATION 528, Increasing Parent Awareness of U.S. Schools. 0 Credits.

Develops awareness of school systems in the United States. Introduces content standards and expectancies for different grade levels. Includes teaching and learning processes, strategies to support school children at home, pre-collegiate preparation of children, and college options. Open entry/open exit.

INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE

Major Code N/A For this major, is the course Required Elective
Does this course have arranged hours? Yes No N/A X By course
Co/Prerequisite*? N/A X Approval Code Co/Prerequisite Course Requirement
Co/prerequisite message (10 character limit, (SEE CATALOG)
Is course cross-listed (same as) with another course? Yes No X Subject ID
Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)
Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes N/A X
List departments notified
Budgetary Unit 18200 Classification Code L Transfer Code C SAM Priority Code E
Method of Instruction** 11 Instructor LHE: Lecture X Laboratory
If necessary, complete and attach a *Co/Prerequisite Approval Form and/or a **TMI Form. TOP Code: 1305.60

Proposed by Enriqueta Isais Date: 10/12/2012
Division Dean Chris Kosko Date: 10/12/2012
Curriculum Committee Approval Henry Fui Date: 10/15/12

Curriculum Council Approval Date Subject ID Number PRNT 528
Noncredit Category Code: F

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy)

SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: **PARENT EDUCATION 528, Increasing Parent Awareness of U.S. Schools**

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY:

Course Number: **PARENT EDUCATION 528**

Course Title: **Increasing Parent Awareness of U.S. Schools**

Credits: **0**

Class hours: **132**

Prerequisite: **None**

Develops awareness of school systems in the United States. Introduces content standards and expectancies for different grade levels. Includes teaching and learning processes, strategies to support school children at home, pre-collegiate preparation of children, and college options. Open entry/open exit.

COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES

N/A X

Yes	No	SAC Department Chair _____	Date _____
Yes	No	SCC Department Chair _____	Date _____



CURRICULUM & INSTRUCTION COUNCIL

OCTOBER 22, 2012

NEW COURSES – FIRST READING

Fine and Performing Arts

1. Communications & Media Studies 123A, News Media Production
2. Communications & Media Studies 123B, Intermediate News Media Production
3. Communications & Media Studies 123C, Advanced Intermediate News Media Production
4. Communications & Media Studies 123D, Advanced News Media Production
5. Communications & Media Studies 160, Introduction to Photojournalism
6. Dance 109A, Pilates Mat I
7. Dance 109B, Pilates Mat II
8. Dance 109C, Pilates Mat III
9. Music 180A, String Methods
10. Music 180B, Intermediate String Methods
11. Music 268, Intermediate Keyboard Repertoire

REVISED COURSES – FIRST READING

Business

12. Accounting 160, Accounting with Sage MAS Software
13. Accounting 161, Accounting with Sage MAS Software – Advanced
14. Engineering 051, Basic Technical Drawing
15. Engineering 115, Cooperative Work Experience Education-Occupational

Counseling

16. Counseling N98, Topics
17. Counseling 150, Introduction to Human Services
18. Counseling 198, Topics

Fine and Performing Arts

19. Communications & Media Studies 103, Introduction to Visual Communications
20. Dance 204A, Dance Production
21. Dance 204B, Dance Production
22. Music 144, Projects in Electronic Music
23. Music 168, Stylistic Interpretation of Piano Repertoire
24. Theatre Arts 133, Stage Lighting

Humanities and Social Sciences

25. Geography 102, Cultural Geography

REVISED PROGRAMS – FIRST READING

Continuing Education

26. Customer Service Representative Certificate of Completion
27. Executive Secretary/Administrative Assistant Certificate of Completion
28. General Office Clerk Certificate of Completion

NEW COURSE – SECOND READING

Science, Math and Health Science

29. Biology 111, Marine Biology

REVISED COURSES – SECOND READING

Fine and Performing Arts

30. Dance 130, Dance Improvisation

Humanities

31. English 098, Topics in English
32. English As a Second Language N49, Reading, Writing, and Grammar I
33. French 198, Topics in French
34. Vietnamese 198, Topics in Vietnamese

Human Services

35. Fire Technology 121, Physical Fitness for Public Safety Personnel

Science, Math and Health Sciences

36. Biology 211, Cellular and Molecular Biology
37. Mathematics N47B, Pre-Algebra/Algebra Essentials B
38. Mathematics N48, Pre-Algebra/Algebra Basics
39. Medical Assistant 098, Topic Course

Student Services

40. Study Skills 109, College Learning Skills

#1

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Communications & Media Studies 123A, News Media Production
 (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	123A
Course Title	News Media Production
Former Title	
Units	4
Lecture Hours	64
Laboratory Hours	None
Arranged Hours	160
Total Semester Contact Hours	224

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

Prerequisite
None

CATALOG DESCRIPTION

A production-based course designed around a functioning media organization, providing students practical training in print, digital and web-based media through work as members of the campus news magazine el Don and its website eldonnews.org. Students utilize a digital laboratory to gain practical experience in a variety of disciplines, including writing, editing, design, photography, audio, visual, multimedia and emerging technologies. Arranged laboratory hours (TBA)10.

Budget Unit	15530
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/11/12 by: Charles Little
 Divison Chair Approval Date: 10/14/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will work primarily in one of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication are also covered.

A. Report and write stories for publication using multiple sources

or

Design newspaper pages and advertisements using up-to-date design and desktop publishing software from the Adobe CS Suite of programs,

or

Take and prepare photos for publication for print and online

or

Write and edit stories using photo slideshows, multimedia, audio, or video.

B. Determine and evaluate appropriate sources of news information.

C. Navigate the content management software used to create online publications (post to SNO).

D. Understand the role of the student press as member of the campus community.

E. Understand the legal aspects of communication (libel, privacy, copyright, etc.).

F. Develop an electronic portfolio of at least **12** writing, design, photo or multimedia stories published in *el Don* news magazine and *eldonnews.org*.

1. 9 lec. 20 lab. Media Law and Ethics

Lectures introduce key Constitutional amendments and primary court cases in media law. Addresses key legal and ethical issues affecting media. Explore recent court rulings, California public records act, and public access to legal documents, libel, privacy, copyright, and the fundamental legal aspects of communication.

2. 6 lec. 7 lab. Management and Business Practices

Lectures emphasize management of staff, news budgeting, reportorial etiquette, and role of the student press as member of the campus community. Introduces students to the business side of *el Don* and *eldonnews.org*, through an examination production costs, annual budget and budget planning, advertising sales, and distribution.

3. 3 lec. 3 lab. Reporting Under Deadlines

Lectures examine the values and practice of daily and weekly newsgathering in a media organization. Introduce students to effective techniques for writing, reporting, photographing, and producing media content under deadlines. Explore ways to determine and define relevant news content.

4. 10 lec. 30 lab. Newswriting, Storytelling, and Style

Examine types of writing and journalistic style for print, online or broadcast. Introduce techniques for determining the best format – print, multimedia, visual, etc.—for telling basic news stories. Explain the fundamentals of storytelling through written, visual, audio, video, or other multimedia formats. Practice and apply Associated Press Style in media writing.

#2

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Communications & Media Studies 123B, Intermediate News Media Production

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	123B
Course Title	Intermediate News Media Production
Former Title	
Units	4
Lecture Hours	64
Laboratory Hours	None
Arranged Hours	160
Total Semester Contact Hours	224

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

CMSD 123A with a minimum grade of C
Or equivalent college media course

CATALOG DESCRIPTION

An intermediate level production-based course designed around a functioning media organization, providing students practical training in print, digital and web-based media through work as members of the campus news magazine *el Don* and its website eldonnews.org. Students utilize a digital laboratory to gain practical experience in a variety of disciplines, including writing, editing, design, photography, audio, visual, multimedia and emerging technologies. Completion of CMSD 123 I is required. Arranged laboratory hours (TBA)10.

Budget Unit	15530
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/11/12 by: Charles Little
Divison Chair Approval Date: 10/14/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will work primarily in two of the following areas: researching, writing, and editing articles for *el*

Don news magazine and *eldonnews.org*; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication and media leadership/management are also covered.

A. Report and write stories for publication using multiple sources

and/or

Design newspaper pages and advertisements using up-to-date design and desktop publishing from the Adobe CS Suite of programs

and/or

Take and prepare photos for publication for print and online

and/or

Write and edit stories using photo slideshows, multimedia, audio, or video.

B. Determine and evaluate appropriate sources of news information.

C. Navigate the content management software used to create online publications (post to SNO).

D. Understand the role of the student press as member of the campus community.

E. Understand the legal aspects of communication (libel, privacy, copyright, etc.).

F. Develop an electronic portfolio of at least **15** writing, design, and photo or multimedia stories published in *el Don* news magazine and *eldonnews.org* (**must include minimum of six in two areas**).

1. 9 lec. 20 lab. Media Law and Ethics

Lectures introduce key Constitutional amendments and primary court cases in media law. Addresses key legal and ethical issues affecting media. Explore recent court rulings, California public records act, and public access to legal documents, libel, privacy, copyright, and the fundamental legal aspects of communication.

2. 6 lec. 7 lab. Management and Business Practices

Lectures emphasize management of staff, news budgeting, reportorial etiquette, and role of the student press as member of the campus community. Introduces students to the business side of *el Don* and *eldonnews.org*, through an examination production costs, annual budget and budget planning, advertising sales, and distribution.

3. 3 lec. 3 lab. Reporting Under Deadlines

Lectures examine the values and practice of daily and weekly newsgathering in a media organization. Introduce students to effective techniques for writing, reporting, photographing, and producing media content under deadlines. Explore ways to determine and define relevant news content.

4. 10 lec. 30 lab. Newswriting, Storytelling, and Style

Examine types of writing and journalistic style for print, online or broadcast. Introduce techniques for determining the best format – print, multimedia, visual, etc.—for telling basic news stories. Explain the fundamentals of storytelling through written, visual, audio, video, or other multimedia formats. Practice and

#3

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Communications & Media Studies 123C, Advanced Intermediate News Media Production

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	123C
Course Title	Advanced Intermediate News Media Production
Former Title	
Units	4
Lecture Hours	64
Laboratory Hours	None
Arranged Hours	160
Total Semester Contact Hours	224

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

CMSD 123B with a minimum grade of C
Or equivalent college media course

CATALOG DESCRIPTION

An advanced intermediate level production-based course designed around a functioning media organization, providing students practical training in print, digital and web-based media through work as members of the campus news magazine el Don and its website eldonnews.org. Students utilize a digital laboratory to gain practical experience in a variety of disciplines, including writing, editing, design, photography, audio, visual, multimedia and emerging technologies. Completion of CMSD123 II required. Arranged laboratory hours (TBA) 10.

Budget Unit	15530
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP
Curriculum Office Use Only.	

Department Chair Approval Date: 08/11/12 by: Charles Little
Divison Chair Approval Date: 10/14/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will work primarily in three of the following areas: researching, writing, and editing articles for *el Don* news magazine and *eldonnews.org*; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication and media leadership/management are also covered and students should serve in leadership roles.

A. Report and write stories for publication using multiple sources

and/or

Design newspaper pages and advertisements using up-to-date design and

desktop publishing software from the Adobe CS Suite of programs,

and/or

Take and prepare photos for publication for print and online

and/or

Write and edit stories using photo slideshows, multimedia, audio, or video.

B. Determine and evaluate appropriate sources of news information.

C. Edit peers' stories and photo stories.

D. Navigate the content management software used to create online publications (post to SNO).

E. Understand the role of the student press as member of the campus community.

F. Understand the legal aspects of communication (libel, privacy, copyright, etc.).

G. Develop an electronic portfolio of at least **18** writing, design, photo or multimedia stories published in *el Don* news magazine and *eldonnews.org*. (**must include minimum of four in three areas**).

1. 9 lec. 20 lab. Media Law and Ethics

Lectures introduce key Constitutional amendments and primary court cases in media law. Addresses key legal and ethical issues affecting media. Explore recent court rulings, California public records act, and public access to legal documents, libel, privacy, copyright, and the fundamental legal aspects of communication.

2. 6 lec. 7 lab. Management and Business Practices

Lectures emphasize management of staff, news budgeting, reportorial etiquette, and role of the student press as member of the campus community. Introduces students to the business side of *el Don* and *eldonnews.org*, through an examination production costs, annual budget and budget planning, advertising sales, and distribution.

3. 3 lec. 3 lab. Reporting Under Deadlines

Lectures examine the values and practice of daily and weekly newsgathering in a media organization. Introduce students to effective techniques for writing, reporting, photographing, and producing media content under

#4

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Communications & Media Studies 123D, Advanced News Media Production
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	123D
Course Title	Advanced News Media Production
Former Title	
Units	4
Lecture Hours	64
Laboratory Hours	None
Arranged Hours	160
Total Semester Contact Hours	224

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

CMSD 123C with a minimum grade of C

CATALOG DESCRIPTION

An advanced level production-based course designed around a functioning media organization, providing students practical training in print, digital and web-based media through work as members of the campus news magazine *el Don* and its website eldonnews.org. Students utilize a digital laboratory to gain practical experience in a variety of disciplines, including writing, editing, design, photography, audio, visual, multimedia and emerging technologies. Completion of CMSD123 III required. Arranged laboratory hours (TBA)10.

Budget Unit	15530
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/11/12 by: Charles Little
Divison Chair Approval Date: 10/14/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will produce work in each of the following areas: researching, writing, and editing advanced investigative and in-depth articles for the *el Don* newsmagazine and eldonnews.org; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of

communication and media leadership/management are also covered and students should serve in leadership roles and cover a major or public affairs beat.

A. Report and write and edit advanced, investigative and in depth stories for publication using multiple sources and

Design newspaper pages and advertisements using up-to-date design and desktop publishing from the Adobe CS Suite of programs

and

Take and prepare photos for publication for print and online and

Write and edit stories using photo slideshows, multimedia, audio, or video.

B. Determine and evaluate appropriate sources of news information.

C. Cover a major or public affairs beat on a weekly basis.

D. Editing peers' stories and photo stories.

E. Navigate the content management software used to create online publications (post to SNO).

F. Understand the role of the student press as member of the campus community .

G. Understand the legal aspects of communication (libel, privacy, copyright, etc.) .

H. Develop an electronic portfolio of at least **20** - four writing, design, photo, or multimedia stories published in the student publications *el Don* newsmagazine and *eldonnews.org* (**must include minimum of four in each of the four areas**).

1. 9 lec. 20 lab. Media Law and Ethics

Lectures introduce key Constitutional amendments and primary court cases in media law. Addresses key legal and ethical issues affecting media. Explore recent court rulings, California public records act, and public access to legal documents, libel, privacy, copyright, and the fundamental legal aspects of communication.

2. 6 lec. 7 lab. Management and Business Practices

Lectures emphasize management of staff, news budgeting, reportorial etiquette, and role of the student press as member of the campus community. Introduces students to the business side of *el Don* and *eldonnews.org*, through an examination production costs, annual budget and budget planning, advertising sales, and distribution.

3. 3 lec. 3 lab. Reporting Under Deadlines

Lectures examine the values and practice of daily and weekly newsgathering in a media organization. Introduce students to effective techniques for writing, reporting, photographing, and producing media content under deadlines. Explore ways to determine and define relevant news content.

#5

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Communications & Media Studies 160, Introduction to Photojournalism
 (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Communications & Media Studies
Course Number	160
Course Title	Introduction to Photojournalism
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	48

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

Prerequisite
None

CATALOG DESCRIPTION

Explores the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Stresses news, feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet and other mass communications media.

Budget Unit	15530
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/25/12 by: Charles Little
 Divison Chair Approval Date: 10/14/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. **3 lecture. History and scope of photojournalism** — assesses the role of photojournalism and press photography in modern mass media, and the development of the camera as a reporting tool.

2. **3 lecture. Photo composition.** Introduces the fundamentals of a digital SLR camera, photography basics,

exposure techniques, and composition for photojournalism.

3. **3 lecture. What makes a good news photo?** Techniques for making the storytelling of a news photograph.

4. **3 lecture. What makes a good feature photo?** Techniques for making the feature photograph.

5. **3 lecture. High impact photography: the decisive moment.** Examines techniques used for photographing movement and capturing the peak action — explores ways to apply storytelling techniques to a given composition.

6. **3 lecture. Environmental portraiture** — A discussion of techniques used to photograph a person in multiple environments and effective ways to capture key moments.

7. **3 lecture. Documentary Photography** — making a photograph that documents or provides an historical record. Assess iconic images in photojournalism history and explore what makes them memorable.

8. **3 lecture. Digital imaging for the photojournalist** — a discussion of digital imaging theory and technique as it relates to photojournalism.

9. **3 lecture. The tools of photojournalism: hardware and software.** Basic Photoshop techniques — an overview of Photoshop and Lightroom tools and processes as they relate to photojournalism.

10. **3 lecture. Introduction to electronic editing of photos.** Preparing images for the Internet and optimizing images for use on websites and print. Introduces fundamental techniques for adjusting images in Adobe Photoshop and Lightroom.

11. **3 lecture. Preparing images for publication pre-press.** How to organize, select and ready images for publication in multiple formats in a digital darkroom environment. Stresses image history, file handling, and mobile reporting. Includes pre-flighting art for FTP and other delivery systems for digital media.

12. **3 lecture. Producing the photographic essay** — A discussion of techniques involved in making storytelling images that attempt to persuade an audience. Introduce ways to make photographs with social relevance.

13. **3 lecture. Outlines — the photographer as writer.** Introduce and practice effective outline writing

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Dance 109A, Pilates Mat I

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance
Course Number	109A
Course Title	Pilates Mat I
Former Title	
Units	1
Lecture Hours	8
Laboratory Hours	24
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

An introduction to the mat exercises developed by Joseph Pilates to build strength, stability, coordination and control in the core muscles of the body. Applicable to dance and general body conditioning.

Budget Unit	15520
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	P/NP Only

Curriculum Office Use Only.

Department Chair Approval Date: 10/01/12 by: Eve Kikawa

Divison Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

COURSE CONTENT 109A Pilates Mat I

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Introduction and pre-test for level of fitness	2 lab	
2. Dance conditioning and technique preparation.	20 lab	A. Introduction to fundamental through beginning and intermediate conditioning exercises developed by

<p>Pilates mat exercises:</p> <p>Pelvic Tilt Pelvic Curl, Chest Lift, Leg Lift Supine, Spine Twist Supine, Spine Stretch, Hundred Prep, Hundred, Roll Up, Leg Circles, Rolling Like a Ball, Single-Leg Stretch, Double-Leg Stretch, Open Leg Rocker Prep, Corkscrew, Saw, Hamstring Pull I, Swan Dive Prep, Single-Leg Kick, Shoulder Bridge Prep, Spine Twist, Side Kick, Side Lift, Single Leg Teaser I-III, Hip Circles Prep, Back Support, Leg Pull Front, Swimming, Seal Puppy, Back Extension Prone, Cat Stretch.</p>		<p>Joseph Pilates to develop muscular endurance, strength, control and coordination.</p> <p>B. Develop discipline and concentration.</p>
<p>3. Lecture and discussion</p>	<p>8 lec</p>	<p>A. Introduction to foundation principles of Pilates: Breath, Concentration, Center, Control, Precision and Flow.</p> <p>B. How to modify exercises for level of fitness, injuries or other chronic problems.</p> <p>C. Introduction to Basic Anatomy and Movement Mechanics.</p> <p>D. Introduction to Pilates' Mechanics of breathing including lateral breathing, active breathing and set breath patterns related to exercises.</p>
<p>4. Final Test and evaluation</p>	<p>2 lab</p>	<p>Instructor evaluation.</p>

COURSE MATERIALS

Required texts and/or materials. (Include price and date of publication.)

Required: Clippinger, K., Isacowitz, R.. *Pilates Anatomy*, 1st ed. Champaign, IL: Human Kinetics, 2011, ISBN: 978-0-7360-83. \$30.00

Recommended readings and/or materials:

none

#7

SANTA ANA COLLEGE COURSE OUTLINE
 DISCIPLINE, NUMBER, TITLE: Dance 109B, Pilates Mat II
 (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline Dance
Course Number 109B
Course Title Pilates Mat II
Former Title
Units 1
Lecture Hours 8
Laboratory Hours 24
Arranged Hours None
Total Semester Contact Hours 32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

Prerequisite
 None

CATALOG DESCRIPTION

Continued refinement of skills learned in Pilates Mat I with an emphasis on building strength, stability, coordination and control in the core muscles of the body. Applicable to dance and general body conditioning.

Budget Unit 15520
Classification Code Y
Transfer Code C-Not transferable
Method of Instruction 30
SAM Priority Code E - Non-Occupational
Repeatability NR - Non-Repeatable: D, F, NC, W
TOPS Code 100800 - Dance
Topics Course No
Open Entry/Exit No
Grading Options P/NP Only
 Curriculum Office Use Only.

Department Chair Approval Date: 10/01/12 by: Eve Kikawa
 Division Chair Approval Date: 10/04/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Pre-test for level of fitness and determination of current skill set.	2 lab	
2. Dance conditioning and technique preparation. Pilates mat exercises:	20 lab	A. Continued study and analysis of beginning through intermediate conditioning exercises developed by Joseph Pilates with an emphasis on

<p>Pelvic Curl, Chest Lift, Chest Lift with Rotation, Leg Lift Supine, Spine Twist Supine, Spine Stretch, Hundred, Roll Up, Leg Circles, Rolling Like a Ball, Single-Leg Stretch, Double-Leg Stretch, Criss-Cross, Open Leg Rocker Prep, Open Leg Rocker, Corkscrew, Saw, Hamstring Pull I and II, Swan Dive Prep, Single-Leg Kick, Double-Leg Kick, Shoulder Bridge Prep, Shoulder Bridge, Spine Twist, Side Kick, Side Kick Kneeling, Side Lift, Leg Pull Side, Single Leg Teaser I-III, Hip Circles Prep, Back Support, Leg Pull Back, Leg Pull Front, Swimming, Seal Puppy, Back Extension Prone, Cat Stretch, Bicycle, Scissors, Crab, Rocking Prep.</p>		<p>muscular endurance, strength, control and coordination.</p> <p>B. Develop discipline and concentration.</p> <p>C. Introduction of more complex and advanced movement patterns.</p>
<p>3. Lecture and discussion</p>	<p>8 lec</p>	<p>A. Continued study and application of foundation principles of Pilates: Breath, Concentration, Center, Control, Precision and Flow.</p> <p>B. How to modify exercises for level of fitness, injuries or other chronic problems.</p> <p>C. Continued study of Anatomy and Movement Mechanics with emphasis on how it applies to exercises.</p> <p>D. Continued refinement of Pilates' Mechanics of breathing including lateral breathing, active breathing and set breath patterns related to exercises.</p>
<p>4. Final Test and evaluation</p>	<p>2 lab</p>	<p>Instructor evaluation.</p>

COURSE MATERIALS

Required texts and/or materials. (Include price and date of publication.)

Required: Klippinger, K., Isacowitz, R.. *Pilates Anatomy*, 1st ed. Champaign, IL: Human Kinetics, 2011, ISBN:

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Dance 109C, Pilates Mat III

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance
Course Number	109C
Course Title	Pilates Mat III
Former Title	
Units	1
Lecture Hours	8
Laboratory Hours	24
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Intermediate level course in the mat exercises developed by Joseph Pilates to build strength, stability, coordination and control in the core muscles of the body. Applicable to dance and general body conditioning.

Budget Unit	15520
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	P/NP Only

Curriculum Office Use Only.

Department Chair Approval Date: 10/01/12 by: Eve Kikawa
 Divison Chair Approval Date: 10/04/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Pre-test for level of fitness and determination of current skill set.	2 lab	
2. Dance conditioning and technique preparation. Pilates mat exercises:	20 lab	A. Continued study, analysis and refinement of intermediate through advanced conditioning exercises developed by Joseph Pilates with an

<p>Pelvic Curl, Chest Lift, Chest Lift with Rotation, Spine Twist Supine, Spine Stretch, Hundred, Roll Up, Leg Circles, Rolling Like a Ball, Single-Leg Stretch, Double-Leg Stretch, Criss-Cross, Open Leg Rocker, Corkscrew Advanced, Saw, Hamstring Pull I - III, Swan Dive, Single-Leg Kick, Double-Leg Kick, Shoulder Bridge, Spine Twist, Side Kick, Side Kick Kneeling, Side Lift, Leg Pull Side, Teaser I-III, Hip Circles, Back Support, Leg Pull Back, Leg Pull Front, Swimming, Seal Puppy, Back Extension Prone, Cat Stretch, Bicycle, Scissors, Crab, Rocking Prep, Rocking, Twist, Advanced Crab, Boomerang, Control Balance.</p>		<p>emphasis on muscular endurance, strength, control and coordination.</p> <p>B. Demonstrate and continue application of discipline and concentration.</p> <p>C. Introduction of more complex and advanced movement patterns.</p>
<p>3. Lecture and discussion</p>	<p>8 lec</p>	<p>A. Continued study, application and refinement of foundation principles of Pilates: Breath, Concentration, Center, Control, Precision and Flow.</p> <p>B. How to modify exercises for level of fitness, injuries or other chronic problems.</p> <p>C. In depth study of Anatomy and Movement Mechanics with emphasis on how it applies to exercises.</p> <p>D. Continued refinement of Pilates' Mechanics of breathing including lateral breathing, active breathing and set breath patterns related to exercises.</p>
<p>4. Final Test and evaluation</p>	<p>2 lab</p>	<p>Instructor evaluation.</p>

COURSE MATERIALS

Required texts and/or materials. (Include price and date of publication.)

Required: Klippinger, K., Isacowitz, R.. *Pilates Anatomy*, 1st ed. Champaign, IL: Human Kinetics, 2011, ISBN: 978-0-7360-83. \$30.00

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Music 180A, String Methods

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music
Course Number	180A
Course Title	String Methods
Former Title	Mus 180
Units	1
Lecture Hours	16
Laboratory Hours	16
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Beginning instruction on violin, viola, cello or string bass. Fundamental skills developed through in-class rehearsal and performance of technical exercises and beginning orchestral repertoire.

Budget Unit	15535
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100400 - Music
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 09/12/12 by: Brian Kehlenbach

Divison Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. **2 lec. 2 lab.** Introduction to basic music notation and orientation to the instruments. After selecting an instrument students learn proper instrument and bow position and basic tone production. Students also learn to interpret notation on printed page.

2. **2 lec. 2 lab.** Basic fingering techniques and notes for scales in lower positions. Students learn warm-up techniques and the fingering patterns for scale notes in first position. Students must also learn rudimentary exercises and simple pieces for in small group and large group class performance.

3. 2 lec. 2 lab. Ensemble playing techniques.

Students learn rehearsal techniques for playing rudimentary pieces and technical exercises as part of the ensemble.

4. 3 lec. 3 lab. Instrumental repertoire.

Students learn beginning instrumental ensemble pieces of increasing difficulty through ensemble rehearsal and individual practice.

5. 5 lec. 5 lab. More instrumental repertoire. More advanced technical studies (etudes, scales and songs).

Students learn basic ensemble selections of increasing difficulty through class rehearsal and individual practice. Students also learn repertoire for ensemble playing, more advanced technical exercises; including scales, counting techniques that include eighth note and dotted rhythms, and major scale patterns. All students learn techniques that are specific to their instruments to expand the range and endurance.

6. 2 lec. 2 lab. Introduction to solo repertoire.

Students learn and practice pieces that involve solo performance or playing as soloist within the ensemble.

Lecture Sessions: Instructor explains and demonstrates basic music notation, instrumental technique, fingering, rhythmic concepts, and music theory. Instructor also will lead class discussions of various aspects of ensemble playing, solo playing and music theory concepts.

Lab sessions: Lab sessions will consist of individual and/or small group rehearsal and performance of assignments materials.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Brungard, K. D.. *Orchestra Expression, Viola*, First ed. Miami: Warner Bros., 2004, ISBN: 0-7579-1992-8. 8.99

or

Required:Brungard, K. D.. *Orchestra Expressions, Cello*, First ed. Miami: Warner Bros., 2004, ISBN: 0-7579-1993-6. 8.99

or

Required:Brungard, K. D.. *Orchestra Expressions, Bass*, First ed. Miami: Warner Bros., 2004, ISBN: 0-7579-1994-4. 8.95

Required:Brungard, Kathleen, DeBerry. *Orchestra Expressions, Violin*, First ed. Miami Fl.: Warner Bros., 2008, ISBN: 0-7579-1991-x. 8.95

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

SANTA ANA COLLEGE COURSE OUTLINE
 DISCIPLINE, NUMBER, TITLE: Music 180B, Intermediate String Methods
 (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music
Course Number	180B
Course Title	Intermediate String Methods
Former Title	none
Units	1
Lecture Hours	16
Laboratory Hours	16
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite
 MUS 180A with a minimum grade of C

CATALOG DESCRIPTION

Intermediate instruction on violin, viola, cello or string bass. skills developed through in-class rehearsal and performance of intermediate technical exercises and orchestral repertoire.

Budget Unit	15535
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100400 - Music
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP
Curriculum Office Use Only.	

Department Chair Approval Date: 09/12/12 by: Brian Kehlenbach
 Divison Chair Approval Date: 10/04/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

2 lec. 2 lab Review beginning level techniues and introduction to intermediate music concepts. Students begin rehearsing text selections and assigned repertoire appropriate for an intermediate level, intermediate bowing techniques.

2. 2 lec. 2 lab. Intermediate fingering and bowing techniques for notes for octave scales, introduction of flat scales and 2nd position.

3. 2 lec. 2 lab. Intermediate ensemble techniques.

Students learn intermediate selections with 2 and 3 part harmony. Introduction of running 8th note patterns, 8th rests.

4. 5 lec. 5 lab. Intermediate repertoire.

Students learn and rehearse assigned intermediate selections for ensemble and solo performance.

5. 3 lec. 3 lab. Continued assignment of repertoire with more advanced technique.

Students continue learning repertoire for ensemble playing with an emphasis of on more advanced technical playing including; additional scales and 16th note patterns.

6. 2 lec. 2 lab. Small ensemble and solo repertoire.

Students practice and prepare for final performance exams, in groups and solo performance.

Lecture sessions: Instructor introduces and/or demonstrates each new technique or concept in relation to music notation, technique, fingering, rhythm notation and music theory. Instructor also leads class discussions on aspects of ensemble playing, solo playing and theory.

Lab sessions: Lab sessions will consist of individual and small group rehearsal of assigned materials.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Brungard K. D.. *Orchestra Expressions*, First ed. Miami: Warner Bros., 2008, ISBN: 0-7579-1991-x. 8.95

Required:Brungard K. D.. *Orchestra Expressions*, First ed. Miami: Warner Bros., 2008, ISBN: 0-7579-1992-8. 8.99

Required:Brungard K. D.. *Orchestra Expressions*, First ed. Miami: Warner Bros., 2008, ISBN: 0-7579-1993-6. 8.99

Required:Brungard K. D. . *Orchestra Expressions*, First ed. Miami: Warner Bros., 2008, ISBN: 0-7579-1994-4. 8.95

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Music 268, Intermediate Keyboard Repertoire

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music
Course Number	268
Course Title	Intermediate Keyboard Repertoire
Former Title	
Units	1
Lecture Hours	16
Laboratory Hours	16
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

MUS 168 with a minimum grade of C

CATALOG DESCRIPTION

Style characteristics of Baroque, Classical, Romantic and 20th Century music studied through intermediate level piano compositions. Students learn to play expressively within currently accepted performance practices for each period.

Budget Unit	15535
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100400 - Music
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 09/04/12 by: Brian Kehlenbach

Divison Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. **3 lec.** Introduction to style elements in music:

Dynamics, ornaments, phrasing, articulation, representative pedaling.

Presentation of style elements from Baroque Period and assignment of intermediate level piano piece.

- Students learn basic elements of keyboard style for performance of Baroque, Classical, Romantic, and 20th Century compositions.
- Students learn how to apply basic elements of style to performance of compositions.

- c. Students learn how to listen critically to another's performance and make constructive suggestions.
2. **4 lab.** Students work on materials with instructor guidance. They play for class and instructor gives critique of progress and makes suggestions for improvement. Instructor models supportive technique as necessary. By playing regularly for class members as well as instructor, students have an opportunity to improve quality by reducing performance anxiety.
3. **1 lec.** Performance and instructor evaluation of Baroque piece.
4. **3 lec.** Presentation of style elements of Classical Period and assignment of intermediate level piano piece from this era.
5. **4 lab.** Students play for class and instructor gives critique off progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.
6. **1 lec.** Performance and instructor evaluation of Classical piece.
7. **3 lec.** Presentation of style elements of Romantic Period and assignment of intermediate level piano piece from this era.
8. **4 lab.** Students play for class and instructor gives critique of progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.
9. **1 lec.** Performance and instructor evaluation of Romantic piece.
10. **3 lec.** Presentation of style elements of 20th Century and assignment of intermediate level piano piece from this era.
11. **4 lab.** Students play for class and instructor gives critique of progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.
12. **1 lec.** Instructor evaluation of 20th century piece.

Final Written Exam

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Hinson, Maurice. *Essential Keyboard Repertoire, Vol. 4*, ed. Alfred, 2008, ISBN: 9780739008867. \$21

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

4 - Very important-often try to achieve

1. Listening and Speaking - Students will give clear oral critique of own performance and performances of others using technical and aesthetic issues of Baroque to Modern repertoire covered in class.

2. Reading and Writing - Students will express in written form elements of musicality and piano technique heard and seen in a concert.

#12

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE
 DISCIPLINE, NUMBER, TITLE: Accounting 160, ~~Computerized Accounting with MAS 90@ - Part I Core Modules~~ Sage MAS Software

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Accounting		
Course Number	160		
Course Title	Computerized Accounting with MAS 90@ - Part I Core Modules	<u>Former Title</u>	<u>Sage MAS Software</u>
<u>Former Title</u>	<u>Acct. w/MAS90 Pt.1</u>		
Units	3		
Lecture Hours	48		
Laboratory Hours	None		
Arranged Hours	None		
Total Semester Contact Hours	48		

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Hands-on training in the use of Sage MAS 90 integrated accounting software, covering setup and transaction processing for the three core modules: General Ledger, Accounts Payable and Accounts Receivable. Suggested preparation: Completion of a basic accounting course or practical accounting experience.

Budget Unit	0210	<u>15115</u>
Classification Code	Y	
Transfer Code	B-Transferable to CSU only	
Method of Instruction	10	
SAM Priority Code	C - Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	50200 - Accounting	
Topics Course	No	
Open Entry/Exit	No	
Grading Options	Letter Grade or P/NP	

Curriculum Office Use Only.

Department Chair Approval Date: 09/14/12 by: Sheila Shain

Divison Chair Approval Date: 10/03/12 by: Craig Takahashi

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Introduction to computerized integrated accounting systems and Blackboard to Integrated Accounting Systems: (4 hrs) 1) Students will learn how to login to MAS 90 using assigned user ID's. Each student will be assigned 2 unique company databases, one for class exercises and one for homework assignments. As an introduction to the program they will be instructed on the use of a self paced tutorial and on changing and saving company information in their databases. 2) Class lecture will include a discussion of: a) advantages of using computerized account software b) criteria for choosing a software system c) how and when to convert to a computerized system or from another system d) comparison of low end accounting software, such as QuickBooks to higher end accounting software in the range of MAS 903) Students will access the Blackboard website and learn how to access course documents and save and submit their homework assignments via this website. **Use of the "Library Master" module and Introduction to the MAS 90® General Ledger:** (4 hrs) Lecture with student access to their company data: 1) Instruction on how to navigate within the MAS 90® program 2) Using various common menu functions such as the Repair menu, the printing functions, and other functions basic to entry level proficiency with the software 3) Discussion of the basic 3 hrs.) Comparison of accounting software packages; overview of Sage MAS software.

The Library Master and Introduction to the General Ledger: (3 hrs.)

Navigating within Sage MAS software; using various menu functions; skills required to obtain a job using MAS90® 4) Discussion of uses of General Ledger module Hands-on practice exercises Sage MAS software; uses of the the general ledger module.

General Ledger Setup, and Chart of Accounts creation and setup (4-3 hrs) Lecture with student access to their company data: 1) General Ledger.)

General ledger setup options, the process of copying setup information, and the process for executing fiscal year maintenance: 2) How General Ledger works; integration of the general ledger with sub-ledger modules= integration 3) Setting company defaults 4) Criteria for creation of; setting company defaults; setting up a company chart of accounts 5) Setting up chart of accounts Hands on practice exercises: General Ledger maintenance and addition Changing company defaults **General Ledger Data entry:** (4 hrs) Lecture with student access to their company data: 1) .

General Ledger Data Entry: (3 hrs.)

Entering, editing and posting general journal entries, recurring entries, and standard entries 2) Instructions for processing the General Ledger project Hands on practice exercises: Entering and correcting entries in General Ledger

General Ledger Transaction Journal entry and Period End closing: (4 hrs) Lecture with student access to their company data: 1) What are transaction journal.

General Ledger Journal Entry and Period-End Closing: (3 hrs.)

Journal entries and when are they used 2) Formatting; formatting and entering transaction journal entries 3) Updating entries 4) Creating; updating entries; creating and modifying financial statements 5) Period: period end closing procedures Hands on practice exercises: Processing transaction journal entries Generating and printing financial statements Work on General Ledger Project.

Introduction and Setup of Accounts Payable: (4 hrs) Lecture with student access to their company data: 1) Features of Accounts Payable and benefits of using 2) Integrating Accounts Payable with General Ledger 3) Setting .)

Features and benefits of accounts payable; integrating accounts payable with general ledger; setting up and configuring the Accounts Payable module Hands on practice exercises: Setting A/P options Completion of General Ledger Project Accounts Payable transaction processing accounts payable module.

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Accounting 161, ~~Computerized Accounting with Sage MAS 90@ - Part 2 Operations Modules~~ Software - Advanced

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Accounting		
Course Number	161		
Course Title	Computerized Accounting with Sage MAS 90@ - Part 2 Operations Modules	Former Title	<u>Software - Advanced</u>
<u>Former Title</u>	<u>Acct.w/MAS90 Pt.2</u>		
Units	3		
Lecture Hours	48		
Laboratory Hours	None		
Arranged Hours	None		
Total Semester Contact Hours	None		<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

Accounting 160.

CATALOG DESCRIPTION

Expanded hands-on training in the use of ~~Sage MAS 90 integrated accounting software~~ Software, covering setup and transaction processing for the primary operations modules of a merchandising business: Inventory Management, Sales Order and Purchase Order.

Budget Unit	<u>15115</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	B - Advance Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	<u>50200 - Accounting</u>
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/14/12 by: Sheila Shain
 Division Chair Approval Date: 10/03/12 by: Craig Takahashi
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

~~Course will cover setup and transaction processing using Inventory Management, Sales Order and Purchase Order integrated modules and their integration with the General Ledger, Accounts Payable and Accounts Receivable core modules. Review features of MAS 90® Core Modules: Students will review system setup and utilities, keyboard and desktop conventions, and Overview of Features of Sage MAS Software Core Modules: (3 hrs.)~~

~~System setup and utilities; keyboard and desktop conventions; General Ledger, Accounts Payable and Accounts Receivable functions. 3 hours. Core Modules to Operations Modules: Students will identify~~

The Integration Process: (3 hrs.)

~~Identifying key relationships of Inventory Management, Sales Order and Purchase Order to General Ledger, Accounts Payable and Accounts Receivable (the integration process). Students will be introduced to the basic; basic functions of Inventory Management: Setup procedures and options, product line maintenance, unit of measure conversion tables, pricing, costing methods, and serial number, lot number, commission and location tracking. 3 hours. Inventory item setup and maintenance: Students will learn the processes of determining~~

Inventory Item Setup and Maintenance: (3 hrs.)

~~Determining inventory numbering methods, building the inventory master file, using an alias, renumbering and copying inventory items, setting up sales promotions, building "kits", using physical counts, adjusting physical counts, setting quantity price breaks, integrating items with Accounts Payable vendors. 3 hours:~~

Transaction Entry: Students will learn the following functions; recording beginning on-hand (3 hrs.)

~~Recording beginning quantities, Sales Order processing setup procedures and options; integration with General Ledger and Inventory Maintenance; "on the fly"; setup options; miscellaneous charge and shipping rate options; entering Sales Orders; integrating Sales Order with Accounts Receivable customers and customer credit limit, maintaining ship to addresses, processing overrides, copying sales orders, and using default values. 3 hours. Sales Order processing: Students will learn functions for managing quotes and repeating orders, maintaining customer memos;~~

Sales Order Processing: (3 hrs.)

~~Managing quotes and repetitive orders; maintaining customer memos; listing alias item numbers; alternate item selection; checking item availabilities when entering orders; calculating sales tax; processing credit card sales; faxing options. Printing; printing and customizing Sales Order Confirmations, Picking Slips; Shipping Labels and Invoices. 3 hours. Processing batches: Students will learn the processes for automatically generating sales order confirmations, picking slips, shipping labels and invoices.~~

Processing batches: (3 hrs.)

~~Generating invoices from shipped orders, processing item returns and credit and debit memos. Sales; sales order data entry in batch mode. 3 hours:~~

Reporting and sales analysis: Students will learn the processes for tracking Sales Analysis: (3 hrs.)

~~Tracking status of incomplete orders; developing back order reports; reporting customer sales history and monthly recap reports; and performing Sales Order Period End Processing. 3 hours. Mid-term exam. 1 hour. Introduction to Purchase Order processing: Students will learn setup procedures and options, and the processes for integration sales order period end processing.~~

Purchase Orders: (4 hrs.)

#14

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Engineering 051, Basic Technical Drawing

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Engineering	
Course Number	051	
Course Title	Basic Technical Drawing	
Former Title		
Units	3	
Lecture Hours	32	
Laboratory Hours	64	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>96</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Principles of mechanical drawing including projections, views, dimensions, and conventions, utilizing sketches and computer drafting program. Designed for students with no prior mechanical drawing experience. Suggested preparation: Engineering 183 (may be taken concurrently).

Budget Unit	<u>15150</u>	
Classification Code	Y	
Transfer Code	C-Not transferable	
Method of Instruction	30	
SAM Priority Code	D - Possible Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	<u>95300 - Drafting Technology</u>	-
Topics Course	No	
Open Entry/Exit	No	
Grading Options	<u>Letter Grade or P/NP</u>	

Curriculum Office Use Only.

Department Chair Approval Date: 05/27/12 by: Craig TakahashiDivison Chair Approval Date: 10/08/12 by: Craig Takahashi

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. ~~Hand lettering, sketching (lines, arcs, basic shapes) (3 hours)~~2. ~~Drawing basics - basic layout, scale(2 hrs)~~
Introduction - drafting tools, good design.
2. (2 hrs) Drawing Basics - hand sketches, lettering, sheet formats, line types (3 hours)3. ~~Geometry & shape description - rules for drawing lines, surface types, projection theory (3 hours)~~4. Orthographic views, scale
3. (2 hrs) Basic Geometry & Shape Description - geometry of shapes, projection theory, geometric relations, surface types, line rules
4. (2 hrs) Orthographic Views - orthographic projection, 1st/3rd angle projection, foreshortening, practice(3 hours)
5. ~~CAD basics (3 hours)~~6. ~~Basics of dimensioning/tolerancing (3 hours)~~7. ~~Manufacturing processes - mill, lathe, molding, casting (2 hours)~~8. ~~Other views - auxiliary, sections (2 hrs)~~9. ~~Dimensioning - complete dimensioning rules, dimension layout (baseline, chain, direct) (2 hours)~~10. ~~Tolerancing/assemblies (2 hrs)~~
Orthographic Views II - practice, intro to CAD
6. (2 hrs) Exam 1
7. (2 hrs) Orthographic Views III - more practice, harder parts
8. (2 hrs) Basic dimensioning, View Selection - terminology,
9. (2 hrs) Dimensioning I - complete dimensioning, dimension layout,
10. (2 hrs) Dimensioning II - manufacturing processes, dimensioning rules
11. (2 hrs) Exam 2
12. (2 hrs) Other Views - auxiliary, section, & detail views
13. (2 hrs) Tolerancing/Assemblies/Annotations/Features - tolerance forms, fits, assembly drawings, bill of materials (2 hours)11. ~~Annotations/features - , centerlines, breaks, symbols, notes~~
14. (2 hours)12. ~~Threads hrs) Fasteners, Threads, Holes - thread types, callouts, fasteners~~
15. (2 hours)13. ~~Project - design project/drawing (2 hours)hrs) Pictorials, CAD - axonometric, oblique, perspective~~
16. (2 hrs) Final Exam

(Note: all topics include instruction in related computer drafting skills)

Plus ~~48~~64 hours of directed assignments on computer and hand drafting.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Jensen. *Engineering Drawing & Design*, 7 ed. McGraw-Hill, 2007, ISBN: 978-007352151. 120

Recommended readings and/or materials: ~~None~~ ~~Other:~~ None

student edition of CAD software

Other:

Pencil, paper, triangle, ruler, t-square, drafting board

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Engineering 115, Cooperative Work Experience Education-Occupational
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Engineering
Course Number	115
Course Title	Cooperative Work Experience Education-Occupational
Former Title	
Units	1 – 4 16
Lecture Hours	None
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

Supervised paid or volunteer experience in student's major including new or expanded responsibilities. One unit credit for each 5 hours worked per week to a maximum of 4 units for 20 hours worked per week each semester. Limitation of 16 units in occupational cooperative education courses. ~~Student must be enrolled in a minimum of 7 units including 4 units for Engineering 115.~~

Budget Unit	<u>15150</u>	
Classification Code	Y	
Transfer Code	B-Transferable to CSU only	
Method of Instruction	40	
SAM Priority Code	C - Occupational	
Repeatability	R3 - Repeatable x3	
TOPS Code	-	-
VR - May Be Repeated up to maximum units		
<u>TOPS Code</u>	<u>95300 - Drafting Technology</u>	-
Topics Course	No	
Open Entry/Exit	No	<u>Yes</u>
Grading Options	<u>P/NP Only</u>	
Curriculum Office Use Only.		

Department Chair Approval Date: 05/27/12 by: Craig Takahashi
 Divison Chair Approval Date: 10/08/12 by: Craig Takahashi
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

I. Orientation. 1 Week. The student will learn what is required to earn 1-4 units of college credit. Each student will be given state mandated forms to be completed by the student, employer, and instructor.

Enrollment Requirements

A. On the worksite, students must average, for an entire semester, 20 hours work per week to be eligible for 4 units of credit, 15 hours work per week for 3 units of credit, 10 hours work per week for 2 units of credit, or 5 hours work per week for one unit of credit. To be eligible for occupational work experience, the student's job and major must be related. If the job and major are not related, the student is eligible for general work experience.

B. All work experience students must be currently enrolled in 7 units to be eligible for credit. These 7 units include the number of units for Cooperative Work Experience Education. Students may be enrolled in only one Cooperative Education class each semester.

II. Create and Complete Objectives. 15 Weeks.

A. The student and on-the-job supervisor will write learning objectives which ensure the student will develop skills in a new aspect of the job which furthers their occupation or educational goals.

B. To earn units of credit the student must complete three work related objectives during each semester. These objectives will include new or expanded responsibilities or learning opportunities beyond those experienced previously.

C. The worksite supervisor and student will discuss the possible avenues of growth for upward mobility on the job. They will determine which new skills will be developed to earn 1-4 units of college credit.

D. The student, working with the supervisor, will create three measurable objectives to meet the required workload of a class with the same number of units offered in the traditional manner.

E. The student will submit the objectives to his/her instructor and discuss the validity for college credit. After several rough drafts have been written and reworked, the final performance objectives will be presented to the Work Experience Coordinator for approval. Three levels of approval are necessary before the final objectives are accepted for college credit.

F. The student will prepare for the instructors on site visit by completing the timesheet and gathering the necessary information to prove how completion of the objectives will be measured. Field work at learning station. one semester. The students will learn to benefit from an employer's expertise by employer supervision of student's daily progress in reaching his/her stated objectives.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

KISS, BOW OR SHAKE HANDS, Terri Morrison, Adams Media Corporation, 1994, \$19.95

TRAINING IN INTERPERSONAL SKILLS, Stephen P. Robbins, Phillip L. Hunsaker, 2nd Edition, Prentice Hall, 1996, \$18.95

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

A description of the course that will appear in the class schedule.

SANTA ANA COLLEGE COURSE OUTLINE		
DISCIPLINE, NUMBER, TITLE: Counseling N98, <u>Topics</u>		
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)		
CATALOG ENTRY		
Discipline	Counseling	
Course Number	N98	
Course Title	<u>Topics</u>	
Former Title		
Units	0 <u>1</u>	
Lecture Hours	None <u>16</u>	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None <u>16</u>	Budget Unit
COURSE IDENTIFICATION NUMBER(S) (C-ID)		
PREREQUISITE(S)		
Prerequisite		
None		
CATALOG DESCRIPTION Assistance in using Career Center to explore career areas, job outlook/requirements. Resources include computerized data bases, directories/college catalogs. Prereq: Concurrent enrollment in counseling courses requiring career/employment research. Not applicable to associate degree.		

Budget Unit	<u>15320</u>	
Classification Code	Y	
Transfer Code	C-Not transferable	
Method of Instruction	20	<u>10</u>
SAM Priority Code	E - Non-Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	493010 - Guidance	
Topics Course	No	
Open Entry/Exit	Yes	
Grading Options		
Curriculum Office Use Only.		

Department Chair Approval Date: 09/27/12 by: Reymundo Robledo

Division Chair Approval Date: 10/03/12 by: Dennis Gilmour
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

Thinking and Reasoning

Information Management

Diversity

Civic Responsibility

Life Skills

Careers

WHAT METHODS WILL BE EMPLOYED TO HELP STUDENTS LEARN?

WHAT LEARNING ACTIVITIES OR ASSIGNMENTS ARE REQUIRED OUTSIDE OF CLASS?

List activities and hours for each. (Must include reading and writing activities.)

STANDARDS OF ACHIEVEMENT

List graded activities.

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Counseling 150, Introduction to Human Services
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Counseling	
Course Number	150	
Course Title	Introduction to Human Services	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

The history and philosophy of human services including theoretical frameworks, the function and orientation of human service organizations and the roles and qualifications of human service workers. A study of the target populations served by the human services and the professional, ethical and cultural issues facing the human service field.

Budget Unit	<u>15320</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	493010 - Guidance
Topics Course	No
Open Entry/Exit	No
Grading Options	
Curriculum Office Use Only.	

Department Chair Approval Date: 09/24/12 by: Reymundo Robledo

Division Chair Approval Date: 10/03/12 by: Dennis Gilmour

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

UNIT I Introduction To Human Services and the History of Helping (9 hours)

1. Define direct aid and indirect aid, primary prevention, counseling, psychotherapy, crisis intervention, rehabilitation, social support and community organization.
2. Trace the history of helping in prehistoric civilizations, the Golden Age of Greece, the Middle Ages, and Industrial Revolution and the Reform Movements in the United States.
3. Analyze the roles and functions of human service workers. Distinguish between professional, indigenous and paraprofessional helpers. Identify professional associations, credentialing and ethical guidelines.

UNIT II Define Problems and Causes (6 hours)

1. Define problem behavior, optimum psychological state, personal discomfort, statistical norms and cultural/societal norms.
2. Compare and contrast the theoretical causes of problems including organic, psychodynamic, Rogerian, behavioral and cultural/societal perspectives.

UNIT III Target Populations (9 hours)

1. Define poverty and America's poor. Analyze the dismantling of the welfare system. Discuss the poverty line, the homeless and the working poor.
2. Identify children in need, runaways and chronic juvenile offenders. Discuss abused and neglected children and reporting requirements.
3. Define domestic violence, myths and cycles of violence. Identify the role of shelters.
4. Identify the elderly and discuss healthy care, community programs, service providers and elder abuse and neglect.
5. Examine the mentally ill and service providers. Discuss deinstitutionalization and the "revolving door" effect.
6. Identify substance abusers including alcoholics, heroin addicts and cocaine abusers. Contrast various treatment regimes.

UNIT IV Contemporary Strategies for the Person in Need (12 hours)

1. Evaluate managed care and case management. Discuss documentation, gate keeping, brief counseling style and confidentiality issues.
2. Analyze the medical/psychiatric approach to treatment including chemotherapy, electroconvulsive therapy and psychosurgery. Define organic and functional disorders. Identify human service issues related to physical diseases including HIV/AIDS.
3. Assess the behavioral approaches to treatment including systematic desensitization, aversion therapies, token economies, behavioral rehearsal and biofeedback.
4. Examine psychoanalytic theory. Discuss client-centered therapy and transactional analysis.

UNIT V Human Services and Psychosocial Change Agency (6 hours)

1. Assess prevention strategies and social intervention. Understand the role of social advocacy, levels of prevention, limited social intervention and comprehensive intervention. Define prevention and its targets.
2. Discuss the ethical issues in human services including due process, equal protection, the right to service, the least drastic or restrictive alternatives, confidentiality and exceptions, duty to warn.

UNIT VI Skills and Characteristics of Human Service Professionals (6 hours)

1. Define empathy, genuineness, objective/subjective balance and basic helping skills. Understand how to work with difficult behaviors.
2. Know the intake/interview process and understand and processes of information gathering, assessment and referral.
3. Assess crisis intervention strategies. Define crisis states and post disaster phases. Discuss suicide assessment, risk factors and intervention strategies.

#18

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last
through the modifications.

Description of the course that will appear in the class schedule

SANTA ANA COLLEGE COURSE OUTLINE DISCIPLINE, NUMBER, TITLE: Counseling 198, <u>Topics</u> (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)		Budget Unit
CATALOG ENTRY		
Discipline	Counseling	
Course Number	198	
Course Title	<u>Topics</u>	
Former Title		
Units	+ <u>3</u>	
Lecture Hours	+6 <u>48</u>	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None <u>48</u>	
COURSE IDENTIFICATION NUMBER(S) (C-ID)		
PREREQUISITE(S)		
Prerequisite None		
CATALOG DESCRIPTION Orientation course for students who want to be future teachers with a focus on a successful transition into college. Topics include an overview of teacher education programs, introduction to university campuses, community college educational planning and transfer requirements. Students will formulate career objectives and develop an educational plan leading to acquiring a teaching credential.		

<u>Budget Unit</u>	<u>15320</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	493010 - Guidance
Topics Course	No
Open Entry/Exit	No
Grading Options	
Curriculum Office Use Only.	

Department Chair Approval Date: 09/27/12 by: Reymundo Robledo
Divison Chair Approval Date: 10/03/12 by: Dennis Gilmour
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

Thinking and Reasoning

Information Management

Diversity

Civic Responsibility

Life Skills

Careers

WHAT METHODS WILL BE EMPLOYED TO HELP STUDENTS LEARN?

WHAT LEARNING ACTIVITIES OR ASSIGNMENTS ARE REQUIRED OUTSIDE OF CLASS?

List activities and hours for each. (Must include reading and writing activities.)

STANDARDS OF ACHIEVEMENT

List graded activities.

#19

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

This multimedia course explores the social, cultural and historical implications of visual communications from Gutenberg's printing press to present day digital media. Using works of philosophical, historical and cultural importance students will analyze and debate the changes in the way visual communications affect society, and shape cultural values.

<p>SANTA ANA COLLEGE COURSE OUTLINE DISCIPLINE, NUMBER, TITLE: Communications & Media Studies 103; <u>Introduction to Visual Communications</u> (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)</p>		<p>Budget Unit</p>
<p>CATALOG ENTRY</p>		
Discipline	Communications & Media Studies	
Course Number	103	
Course Title	<u>Introduction to Visual Communications</u>	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	48	
<p>COURSE IDENTIFICATION NUMBER(S) (C-ID)</p>		
<p>PREREQUISITE(S)</p>		
<p>Prerequisite None</p>		
<p>CATALOG DESCRIPTION A study of Visual Communication including design principles, aesthetics, visual perception, and non-verbal messages. Examines the relationship of Visual Communication to verbal communication, audience, and persuasion through analysis of works of philosophical and cultural importance. Historical overview of visual media including current trends and technologies.</p>		

Budget Unit	<u>15530</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	60100 - Media & Communications, Gen
Topics Course	No
Open Entry/Exit	No

Grading Options

Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 09/14/12 by: Charles LittleDivision Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

I. 6 lec. Introduction. A. Universals of communication process. B. Motivation and need satisfaction in communication. C. Distinguishing characteristics of visual communication. D. Non-verbal communication. **II. 4 lec.** Framework for visual analysis. A. Visual literacy. B. PCTECH: personal, cultural, technical, ethical, critical, historical. C. Motivation for communication: PEEEE (persuade, inform, educate, entertain, express). **III. 6 lec. Aesthetics.** A. Principles and elements of art. B. Principles of design: form and function relationship, problem solving. C. Role of the audience: composition for communication. D. Style, genre and treatment. E. Constraints on design. **IV. 4 lec. Light.** A. Physical characteristics of light. B. Symbolic nature of light and color. C. Social and biological influence of light. **V. 4 lec. Biology of seeing.** A. Structure of the eye. B. Vision and the brain. C. Brain: color, form, depth, and movement. D. Relationship to other senses. E. Comparisons with animal vision. **VI. 6 lec.** Sensual and perceptual theories of vision. A. Biological, psychological, and cultural influences. B. Gestalt theory of organization and grouping. C. Semiotics: signs and codes. D. Visual illusions. **VII. 6 lec. Visual persuasion.** A. Aristotle: ethos, logos, and pathos. B. Mass media: definition and social role. C. Journalism, advertising, and public relations. D. Persuasion and propaganda. E. Visual stereotyping. **VIII. 6 lec.** Overview of visual media. A. Visual records from pre-reading eras. B. Visual and verbal communication progression: printing press, photography, motion pictures, television, video, and the computer. C. Relationship of available technology to content. D. Media convergence. **IX. 6 lec.** Media: characteristics and analysis. A. Typography. B. Graphic design. C. Informational graphics. D. Cartoons.

1. 8 Lecture: Functions and Effects of Visual Communications Culture.**Students will:**

- a. Explain how visual culture has shaped a viewer's perception.
- b. Know the definitions of visual communications, mass communication, mass media and culture, and examine the implications for media audiences.
- c. Recognize the social and cultural effects of constructed images, and images with text, on viewers.
- d. Understand the joy of discovery by critically examining pictures, Art and images with text.
- e. Recognize the influence of Aldous Huxley on the study of visual communications and sight-related theories.
- f. Examine the historical influence of media on visual communications.
- g. Explain how a changing visual culture challenges mainstream perceptions of social class, gender, ethnicity and race.

2. 8 Lecture: Visual Cues, Theories, Persuasion and Stereotypes.**Students will:**

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Dance 204A, Dance Production

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance	
Course Number	204A	
Course Title	Dance Production	
Former Title		
Units	3	<u>2</u>
Lecture Hours	16	
Laboratory Hours	104	<u>48</u>
Arranged Hours	None	
Total Semester Contact Hours	120	<u>64</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

Audition.

CATALOG DESCRIPTION

Concert Dance production experience culminating in public performances in Phillips Hall Theater as part of the Spring Student/Faculty Dance Concert. Includes production basics, with an emphasis on working with faculty/student choreographers to create original dances. Focus on performance techniques.

Budget Unit	15520
Classification Code	Y
Transfer Code	<u>A</u> <u>B</u> -Transferable to both UC and CSU <u>only</u>
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP
Curriculum Office Use Only.	

 Department Chair Approval Date: ~~04~~10/~~16~~01/12 by: Eve Kikawa

Divison Chair Approval Date: 10/04/22/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date: ~~08/27/2012~~ by: ~~Tina Pov~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

I. Introduction Techniques for Taking Auditions Successfully.

1 lec hour:

- How to successfully audition in various dance techniques such as jazz, ballet, modern or tap. Criteria for choreographers to watch and judge dancers at auditions.
- Results from audition, as decided by faculty directors and choreographers, will be announced. Each student's individual responsibilities and commitments for the concert will be defined. ~~6.5 lab~~

2 lab hours:

Personal assessment of ability as a dancer to meet demands of roles.
 First meetings with choreographers. Understanding of choreographers intent.

2. Repertory and Working with Choreographers.

3 lec hours:

Guidelines for being an effective dancer in rehearsal. How to work with different choreographers. Techniques on how to capture the style and quality of a dance. Increasing the students knowledge and background in dance through the learning of repertory. How to perform a dance piece at concert level.

~~19.5~~ 10 lab hours:

Rehearsal of dances. Awareness of process of developing development of a dance. Ability to help a choreographer create and develop a role.

3. Other Aspects of a Dance.

3 lec hours:

Knowledge of musical accompaniment, scene design, costume design, lighting design, stage setup.

~~19.5~~ 10 lab hours:

Rehearsal of dances. Awareness of how design elements enhance the development of a dance. Ability to act professionally when interacting with other designers and when in the theatre.

4. Management.

2 lec hours:

Introduction to: 1) Budget concerns. 2) Production schedules. 3) Publicity and Box Office

~~13~~ 4 lab hours:

Rehearsal of dances. How to be mentally flexible as design elements are added to dances. How to maintain discipline and concentration backstage.

5. Mental Aspects of Performance.

2 lec hours:

The performer's responsibility in preparing for a performance. Physical concerns of a dance performance versus mental concerns. ~~13 lab~~

6 lab hours:

Rehearsal of dances. How to keep developing a role after the steps have been set. How to "clean up" a dance.

6. Effective use of Theatre Technical Time

2 lec hours:

How to communicate one's needs for technical support to the sound, lighting and set design crew. ~~13~~

6 lab hours:

How to adjust to a different space while performing. Knowledge of what a dancer should do in technical rehearsals.

7. Performance Experience

- Direct experience of dance concert.

#21

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Dance 204B, Dance Production

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance	
Course Number	204B	
Course Title	Dance Production	
Former Title		
Units	3	<u>2</u>
Lecture Hours	16	
Laboratory Hours	104	<u>48</u>
Arranged Hours	None	
Total Semester Contact Hours	120	<u>64</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

Dance 202A or 202B and Audition.

CATALOG DESCRIPTION

Concert Dance production experience for students creating and producing original choreography for and/or performing in the SAC dance concert. Includes production basics with an emphasis on creating, rehearsing and performing dances. Focus on choreography.

Budget Unit	15520
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~04~~10/~~16~~01/12 by: Eve Kikawa

Divison Chair Approval Date: 10/04/22/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date: 08/27/2012 by: Tina Pov

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Introduction Techniques for running and judging auditions successfully. Experiencing auditions ~~Auditions~~.

Lecture: ~~2 hrs.~~ 1 hr

Lecture on audition requirements for various dance techniques such as jazz, ballet, modern, tap. Determination of intent. Results from audition, as decided by faculty supervisors and student choreographers, will be announced. Each student's individual responsibilities and commitments for the concert will be defined.

Lab session: ~~3~~ 2 hrs

Audition Experience. Personal assessment of ability to ~~and first meetings with 3.5 hrs arr~~ perform in audition situation. ~~Under choreographers. standing of choreographers intent. meet technical dance requirements.~~
Audition experience. Meeting choreographers.

2. Repertory and working with dancers in rehearsal

Lecture: 3 hours

Guidelines for being an effective choreographers. How a choreographer prepares for and runs a rehearsal. Evaluation of dance during rehearsal process. How to work with different choreographers. Techniques on how to capture the style and quality of a dance. Increasing the students knowledge and background in dance through the learning of repertory. How to perform a dance piece at concert level.

Lab session: ~~9~~ 10 hours

Rehearsal : Awareness of process of developing development of dances. Ability to help a choreographer develop a role. ~~10.5 hrs arr a dance.~~

3. Other aspects of a dance.

Lecture: 3 hours.

Knowledge of accompaniment, scene design, costume design, lighting , stage setup.

Lab session: ~~9~~ 10 hours

Rehearsal : Awareness of process of developing development of dances. Ability to help a choreographer develop a role. ~~10.5 hrs arr a dance.~~

4. Management.

Lecture: 2 hours

Introduction to budget concerns. Production schedules. ~~2~~ Publicity and ticket sales.

Lab session: ~~6~~ 4 hours

Rehearsal: How to be mentally flexible in rehearsal. Development of dances. How to maintain discipline and concentration. ~~7 hrs arr~~

5. Mental aspects of performance.

Lecture: 2 hours

The performer's responsibility preparing for a performance. Physical concerns of a dance perform ance versus mental concerns.

Lab session: 6 hours

Rehearsal: How to keep developing a role after dances have been set. ~~7~~ How to "clean up" a dance. ~~7 hrs arr~~

6. Effective use of theatre

Lecture ~~2:~~ 3 hours

How to use theatre time wisely. Technical time. How to communicate one's needs for technical support to the sound, lighting and set design crew.

Lab session: 6 hours

#22

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Music 144, Projects in Electronic Music

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music	
Course Number	144	
Course Title	Projects in Electronic Music	
Former Title		
Units	1	
Lecture Hours	16	
Laboratory Hours	32	<u>16</u>
Arranged Hours	None	
Total Semester Contact Hours	48	<u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

Music 143 or 147.

CATALOG DESCRIPTION

Exploration of digital recording and MIDI concepts for commercial applications. Individual projects will improve and extend students' skills in the areas of composition, sequencing, and recording. Assignments will help prepare students for level 1 certification in Logic.

Budget Unit	<u>15535</u>
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	C - Occupational
Repeatability	R3-NR - Repeatable x3-Non-Repeatable : D, F, NC, W
TOPS Code	100500 - Commercial Music
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 09/04/12 by: Brian Kehlenbach

Divison Chair Approval Date: 10/04/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. ~~1 lec-2 lec~~, 1 lab. Review of basic features of MIDI sequencing.
Students will sharpen their skills in MIDI recording, basic editing, punching in, and synchronization.
2. 2 lec-4, 2 lab. Drum machine programming: song construction, advanced programming techniques.
Students will learn techniques for "humanizing" the otherwise rigid sound of the drum machine. These techniques include drum tuning, amplitude manipulation, and timing adjustments.
3. 2 lec-4, 2 lab. MIDI sequencing: editing via graphic displays.
Students learn to edit MIDI data using notation screens and "piano roll" scrolling screens.
4. 2 lec-4, 2 lab. Using computer controller data. Sliders and consoles.
Manipulation of controller data to include building consoles which adjust volume, modulation, and pan location.
5. 2 lec-4, 2 lab. Creating sequenced percussion tracks without the drum machine.
Students learn to play percussion parts directly on the sequencer for a more "human" result. Techniques of looping, cut and paste, and chunking will be utilized.
6. 2 lec-4 lec, 2 lab. Arranging concepts: acoustic instrument groups which can be emulated via electronic means. Students learn to apply traditional arranging techniques to the electronic medium.
7. 2 lec-4, 2 lab. Arranging concepts: rhythm section simulation.
Students learn to apply traditional rhythm section techniques to the electronic medium.
8. 3 lec-6, 3 lab. Further aspects of composition: SMPTE and MIDI time code. Video and film scoring considerations.
Students learn timing and synchronization skills which will allow them to compose a video or film clip.

NOTE: Students who repeat class will be exposed to more in-depth explorations of sequencing software. Repeating students will be required to submit projects which reflect this greater depth of exposure. Examples of these more in-depth topics are system exclusive manipulation and sampler programming.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required: Nahmani, David. *Apple Pro Training Series: Logic Pro 9 and Logic Express 9*, 1 ed. Peachpit Press, 2010, ISBN: 9780321636. \$49

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

~~1. - Students will be able to participate in group discussion in order to share their knowledge of career paths and opportunities that relate to the field of MIDI sequencing.~~

Communication Skills

3 - Important-sometimes try to achieve

1. Reading and Writing - Students will be able to express in written form a detailed plan of a musical

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Music 168, Stylistic Interpretation of Piano Repertoire
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Music	
Course Number	168	
Course Title	Stylistic Interpretation of Piano Repertoire	
Former Title		
Units	1	
Lecture Hours	16	
Laboratory Hours	16	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

Music 164B.

CATALOG DESCRIPTION

Style characteristics of Baroque, Classical, Romantic and 20th Century music studied through representative piano compositions. Students learn to play expressively within currently accepted performance practices for each period. Not for beginners.

Budget Unit	<u>15535</u>
Classification Code	Y
Transfer Code	A B-Transferable to both UC and CSU <u>only</u>
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	R <u>NR</u> - Repeatable x <u>Non-Repeatable: D, F, NC, W</u>
TOPS Code	100400 - Music
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/13/12 by: Brian Kehlenbach

Divison Chair Approval Date: 10/04/12 by: Eve Kikawa
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Music 168 Content

The student must learn to perform physical actions to demonstrate in sound the mental concept derived from reading the score. This complex skill involves correct music reading skills development of musical concepts based on reading the score, and the ability to match performance to concept. To do this requires critical thinking at both verbal and non-verbal levels.

1. **1 lec.** Introduction to style elements in music:

Dynamics, ornaments, phrasing, articulation, representative pedaling.

Presentation of style elements from Baroque Period and assignment of representative piano piece.

- a. Students learn basic elements of keyboard style for performance of Baroque, Classic, Romantic, and 20th Century compositions.
- b. Students learn how to apply basic elements of style to performance of compositions.
- c. Students learn how to listen critically to another's performance and make constructive suggestions.

2. **2 lec.** Students play for class and instructor gives critique of progress and makes suggestions for improvement.

Instructor models supportive technique as necessary. By playing regularly for class members as well as instructor, students have an opportunity to improve quality by reducing performance anxiety.

3. **1 lec.** Instructor evaluation of Baroque piece.

4. **1 lec.** Presentation of style elements of Classic Period and assignment of representative piano piece.

5. **2 lec.** Students play for class and instructor gives critique off progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.

6. **1 lec.** Instructor evaluation of Classic piece.

7. **1 lec.** Presentation of style elements of Romantic Period and assignment of representative piano piece.

8. **2 lec.** Students play for class and instructor gives critique of progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.

9. **1 lec.** Instructor evaluation of Romantic piece.

10. **1 lec.** Presentation of style elements of 20th Century and assignment of representative piano piece.

11. **2 lec.** Students play for class and instructor gives critique of progress and makes suggestions for improvement. Students encouraged to listen critically and critique each other.

12. **1 lec.** Instructor evaluation of 20th century piece.

Final Written Exam

NOTE: 16 lab hours: Instructor will assign work to be completed in the Music Lab, N-119. Students may use computer music lessons or listen to recorded performances assigned by instructor. Self-paced materials will be assigned on an individual basis. Students must pass achievement levels at end of semester.

#24

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Theatre Arts 133, Stage Lighting

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Theatre Arts
Course Number	133
Course Title	Stage Lighting
Former Title	
Units	3
Lecture Hours	32
Laboratory Hours	48
Arranged Hours	None
Total Semester Contact Hours	None <u>80</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**Prerequisite ~~Theatre Arts 131:~~None**CATALOG DESCRIPTION**

Theory and practice of modern stage lighting including the ~~design of lighting layouts, properties and characteristics of varied conventional lighting instruments, and the hang and focus of lighting equipment for college productions~~ control systems and instruments. Techniques for proper installation, maintenance and safety are included.

Budget Unit	<u>15560</u>
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	30
SAM Priority Code	C - Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	100600 - Technical Theater
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/27/12 by: Valinda TivenanDivison Chair Approval Date: 10/04/12 by: Eve Kikawa

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

PRACTICAL EXAMS REQUIRE THE STUDENT TO ASSIMILATE TEXT AND LECTURE NOTES, AND IN A HANDS-ON ENVIRONMENT, MAKE THE THEORY WORKABLE. THIS INVOLVES PROBLEM SOLVING ACTIVITIES, ANALYSIS, AND DEMONSTRATION OF THE DESIRED PRACTICAL TASK.

1. **2 lec. 3 lab.** Introduction to Stage Lighting.

Functions of stage lighting

Properties of light

Qualities of light

2. **4 lec. 6 lab.** Color and Light.

Language of color

Color theory

a. Subtractive and Additive

Color perception

Color psychology

Color Filtering

3. **2 lec. 3 lab.** Basic Electricity.

Introduction

Terminology

Current limiting

Circuit protection

Power distribution

4. **2 lec. 3 lab.** Mounting Positions and Equipment.

Balcony Rail

Beams

Box Booms Electrics

Booms

Alternatives

5. **4 lec. 6 lab.** Light Sources.

Lamp types:

a. Incandescent

b. Arc

c. Gas discharge

Lamp life

Color Temperature

ANSI lamp code

Common Stage lamps

6. **4 lec. 6 lab.** Lighting Instruments.

Generic Components:

a. Housing

b. Reflector

c. Socket

d. Pigtail

e. Mounting hardware

Classifications of Lighting Fixtures:

1. Floods

a. scoops

#25

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SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Geography 102, Cultural Geography
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Geography
Course Number	102
Course Title	Cultural Geography
Former Title	
Units	3
Lecture Hours	48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

None

CATALOG DESCRIPTION

An introductory survey of the geography of culture, and the influences of the physical environment on culture, along with the impact of human activity on the environment, and the role of culture within societies and social groups. The course includes global patterns of population, migration, religion, language, agriculture, politics, customs, resources, and urban and rural settlement.

Budget Unit	<u>15650</u>
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	220600 - Geography
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/11/12 by: Tonimarie Withey

Divison Chair Approval Date: 10/03/12 by: Kristen Guzman

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Students will be expected to ~~understand the~~ to demonstrate a knowledge of the concepts and use the terminology germane to cultural geography and apply those concepts and the terminology to discussions, written assignments, maps, charts, and on exams. Lectures will include class discussion in which students will be encouraged to share their opinions and think critically about current cultural geography issues. Additionally, students will be able to analyze and evaluate applications and current trends directly related to topics in a logical manner. Cooperative learning assignments will foster the development of group working skills. Novels, if utilized, will reinforce course topics and foster development of analytical and interpretive skills.

1. Introduction and General Course Content (.5 hours)

2. Basic Concepts in Geography (4 hours)

Students will:

- a. ~~Consider~~ Explain the geographic perspective as it relates to culture, cultural traits, customs, and distribution on earth.
- b. Use and analyze maps.
- c. ~~Be introduced to the concept of~~ Demonstrate a knowledge of spatial analysis and develop a geographic world view.

3. Population Geography (6 hours)

Students will:

- a. Assess population growth and draw conclusions about the ramifications of continued growth.
- b. ~~Draw inferences through the examination of~~ Exam demographics on a local, regional, and global scale.
- c. Analyze population trends using appropriate and germane terminology.
- d. Discuss the potential outcomes of population trends and develop a thesis based on both statistical and cultural descriptions.

4. The Geography of Migration (3 hours)

Students will:

- a. ~~Recognize~~ Discuss population movement within an historical context to and in the United States, and currently on a global scale.
- b. Assess migration issues and trends, and construct and define the possibilities for the future.

5. The Geography of Language (3 hours)

Students will:

- a. ~~Consider~~ Explain the development of language, and the special role and areal extent of English on earth.
- b. Identify the major language families and their distribution across the earth.

6. Geography of Religion (3 hours)

Students will:

- a. Identify the types of religions, and categorize the major religions and religious belief systems along with their traits and characteristics.
- b. ~~Recognize~~ Summarize the origin and diffusion of the major world religions and assess several large and ongoing religious conflicts.

7. Social Customs (3 hours)

Students will:

- a. Analyze traditional folk and popular customs, the distribution of each, and will deduce the threats to traditional/folk customs from globalization.
- b. ~~Recognize~~ Discuss the differences between ethnicity, nationality, and identify the distribution of ethnic groups in the United States, and evaluate the reasons for the specific distributions of Latinos/Hispanics, African-Americans, Asian Americans and Native Americans.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW _____ REVISED X
(If any added courses are new, attached New Course Proposal)

TITLE CUSTOMER SERVICE REPRESENTATIVE CERTIFICATE OF COMPLETION
(If name is being revised, above should reflect the NEW information; AND, type former name here:)
()

(Attach rationale)

TEXT (underline changes and ~~strike through~~ deletions if a revision)

This series of courses prepares students for customer service positions in a wide variety of business fields. The program provides an open entry/open exit instructional format that allows students to attain skill development to interface directly with customers as the company representative in identifying customer needs, providing appropriate service, and in resolving special problems that may arise. Focus is on interpersonal and customer services in the workplace, as well as on upgrading technological competence. Students will be prepared to work as commercial or residential service representatives in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities and telephone answering services.

Core Courses:

- ~~Vocational Business 122, Introduction to Keyboarding and Basic Windows~~
- Vocational Business 124, Introduction to Keyboarding I
- Vocational Business 243, Introduction to Customer Service Skills
- Vocational Business 258, Navigating the Internet
- Vocational Business 259, Orientation to Computers
- Vocational Business 260, Introduction to Word Processing Using MS Word
- Vocational Business 400, Employability Skills

Elective:

- ~~Vocational Business 123, Introduction to Computer Software Applications~~

ADMINISTRATOR SIGNATURE Christi Foster DATE 10-15-12

DEPT. CHAIR (SAC/SCC) Ronald Boldo DATE 10-15-12

DEPT. CHAIR (SAC/SCC) _____ DATE _____ PHONE _____ Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/19/12 CURRICULUM CHAIR/CO-CHAIR Henny Jim

COLLEGE CURRICULUM COUNCIL DATE _____ DISTRICT CURRICULUM COUNCIL DATE _____

RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS

Title Customer Service Representative Certificate of Completion New _____ Revised X

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new course replaced an old course and an elective was deleted. These changes were made to make the course more relevant and the requirements more clear.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes X No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW REVISIED X
(If any added courses are new, attached New Course Proposal)

TITLE EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT CERTIFICATE OF COMPLETION

(If name is being revised, above should reflect the NEW information; AND, type former name here:)

(Attach rationale)

TEXT (underline changes and strike through deletions if a revision)

This series of courses prepares students for in-depth training in executive secretary/administrative assistant positions. The open-entry/open-exit, competency-based format promotes success in a high employment occupational field. This certificate program develops skills in research, report and correspondence preparation, advanced computer software applications, database management, interactive presentations, customer service and telephone techniques, and other advanced office procedures.

Core Courses:

- Vocational Business 125, Introduction to Keyboarding II
Vocational Business 244, Introduction to Databases Using Microsoft Access
Vocational Business 245, Introduction to Desktop Publishing using Microsoft Publisher
Vocational Business 304, Introduction to Electronic Presentations Using PowerPoint
Vocational Business 400, Employability Skills

Elective:

Vocational Business 123, Introduction to Computer Software Applications

ADMINISTRATOR SIGNATURE [Signature] DATE 10-15-12
DEPT. CHAIR (SAC/SCC) [Signature] DATE 10-15-12
DEPT. CHAIR (SAC/SCC) DATE PHONE Agree/Disagree
SAC/SCC CURRICULUM COMMITTEE DATE 10/15/12 CURRICULUM CHAIR/CO-CHAIR [Signature]
COLLEGE CURRICULUM COUNCIL DATE DISTRICT CURRICULUM COUNCIL DATE

STANDARD FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS

Title EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT New _____ Revised X
CERTIFICATE OF COMPLETION _____

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new course was added and an elective was deleted. These changes were made to make the course more relevant and the requirements more clear.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes _____ X No _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

SANTIAGO CANYON COLLEGE

PROPOSAL FOR NEW OR REVISED CERTIFICATE/DEGREE PROGRAMS

ORIGINATING COLLEGE SANTA ANA COLLEGE

NEW _____ REVISED X
(If any added courses are new, attached New Course Proposal)

TITLE GENERAL OFFICE CLERK CERTIFICATE OF COMPLETION
(If name is being revised, above should reflect the NEW information; AND, type former name here:)
()

(Attach rationale)

TEXT (underline changes and ~~strike through~~ deletions if a revision)

This series of courses prepares students for entry-level general office clerk positions in a business environment. This program provides an open-entry/open-exit instructional format that allows students to attain knowledge of basic level office concepts, procedures, and technology commonly used in an office setting. Students learn introduction to keyboarding, computer software applications, general office skills, customer service and telephone techniques, and soft skills. This certificate provides the foundation for preparing students in entry level jobs and careers in the business environment.

Core Courses:

- Vocational Business 118, Introduction to Windows
- ~~Vocational Business 122, Introduction to Keyboarding and Basic Windows~~
- Vocational Business 124 Introduction to Keyboarding I
- Vocational Business 258, Navigating the Internet
- Vocational Business 260, Introduction to Word Processing Using MS Word
- Vocational Business 262, Introduction to Spreadsheets Using MS Excel
- Vocational Business 400, Employability Skills

Elective:

~~Vocational Business 301, Business Skills~~

ADMINISTRATOR SIGNATURE Christine Gosh DATE 10-15-12

DEPT. CHAIR (SAC/SCC) Annalisa Bello DATE 10-15-12

DEPT. CHAIR (SAC/SCC) _____ DATE _____ PHONE _____ Agree/Disagree

SAC/SCC CURRICULUM COMMITTEE DATE 10/15/12 CURRICULUM CHAIR/CO-CHAIR Henry Jones

COLLEGE CURRICULUM COUNCIL DATE _____ DISTRICT CURRICULUM COUNCIL DATE _____

RATIONALE FOR NEW OR REVISED
CERTIFICATE/DEGREE PROGRAMS

Title GENERAL OFFICE CLERK CERTIFICATE OF COMPLETION New _____ Revised X

1. Please write a brief narrative statement as to why this Certificate/Program should be added or revised.

A new course replaced an old course and an elective was deleted. These changes were made to make the course more relevant and the requirements more clear.

2. Have all affected departments been notified of this addition/revision and/or consulted? Yes X No _____

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Biology 111, Marine Biology

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Biology
Course Number	111
Course Title	Marine Biology
Former Title	
Units	4
Lecture Hours	48
Laboratory Hours	48
Arranged Hours	None
Total Semester Contact Hours	96

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

This course covers basic concepts of marine ecosystems including oceanographic principles, ecology, and a survey of marine habitats and diversity of marine organisms.

Budget Unit	16410
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	30
SAM Priority Code	D - Possible Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	40100 - Biology, General
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/29/12 by: Kathleen Takahashi

Divison Chair Approval Date: 09/24/12 by: Gina Giroux

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

LECTURE

A. Water Properties: (3 hours)

1. Chemical
2. Reaction to temperature, pressure, light

B. Physiology (6 hours)

1. Respiration
2. Photosynthesis

C. Geology & Ocean Floor (3 hours)

1. Origin of basins
2. Plate tectonics
3. Hot spots & islands

D. Ocean basins (2 hours)

1. Atlantic, Pacific, Indian, Arctic

E. Oceanography (3 hours)

1. Vertical motion & ocean layers
2. Waves, currents, & gyres

F. Evolution and Natural Selection (6 hours)

1. Ingredients of life
2. Differential survival and reproduction
3. Perpetuation of life, diversity

G & H. Marine organisms (9 hours)

1. Marine microbes
2. Invertebrates
3. Fish
4. Reptiles, birds, & mammals

I & J. Marine Ecosystems (6 hours)

1. Rocky Intertidal
2. Estuaries
3. Continental Shelf
4. Coral Reefs
5. Life near the surface
6. Deep Sea

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE
DISCIPLINE, NUMBER, TITLE: Dance 130, Dance Improvisation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Dance
Course Number	130
Course Title	Dance Improvisation
Former Title	
Units	1
Lecture Hours	8
Laboratory Hours	24
Arranged Hours	None
Total Semester Contact Hours	None <u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite
None

CATALOG DESCRIPTION

An introduction to structured dance improvisation emphasizing movement invention and structural intuition, creative problem solving, group dynamics of working in small and large groups and concepts of weight dependency and contact improvisation. Prior completion of dance technique course highly recommended.

Budget Unit	<u>15520</u>
Classification Code	Y
Transfer Code	B A - Transferable to <u>both UC and CSU only</u>
Method of Instruction	30
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3
TOPS Code	100800 - Dance
Topics Course	No
Open Entry/Exit	No
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 04/16/12 by: Eve Kikawa
Divison Chair Approval Date: 04/22/12 by: Eve Kikawa
Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

1. Introduction to the process of improvisation and its skills of concentration and focus.	3 lab 1 lec	A. To learn skills of how to listen, see and respond on a physical level through movement. B. To develop discipline and concentration.
2. Creative Problem Solving	2 lab 1 lec	A. Definition of CPS B. Applying Model to Dance Improv
3. Contact Improvisation Weight Dependency: Physically explore concepts and ideas of contact, weight support, and lifting within a duet or group context.	6 lab 2 lec	A. To learn and execute basic supported movement as part of a duet, trio, or large group. B. To increase an understanding of the anatomical principles involved in the act of lifting and/or being lifted. C. Ability to communicate verbally and kinesthetically within the context of contact improvisation.
4. Improvisation: Explore concepts of space, shape and time through a series of structured improvisations, which will guide, encourage, and challenge students to take an active role in the creative process. Explore movement invention and discuss the possibilities of applying it to the development of choreography.	10 lab 3 lec	A. To increase improvisational skills of making conscious choices and reacting with spontaneous movement. B. To engage student's awareness of imagination, intelligence, style and energy within the individual and each other. C. To increase understanding of improvisation as a choreographic tool in the invention and development of movement.
5. Composition: Utilizing concepts and techniques taught throughout the semester to develop choreographic compositions within a structured improvisation.	3 lab 1 lec	A. Ability to integrate concepts and techniques learned throughout the semester with spontaneous reaction and create a movement composition within an improvisation.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Reeve, J.. *Dance Improvisations*, First ed. Champaign, Illinois: Human Kinetics, 2011, ISBN: 9781450402149. \$24.00

Recommended readings and/or materials: None

#31

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

Specialized short course on topics related to needs of students. Not applicable to associate degree.

SANTA ANA COLLEGE		COURSE OUTLINE		Budget Unit
DISCIPLINE, NUMBER, TITLE: English 098, <u>Topics in English</u> (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)				
CATALOG ENTRY				
Discipline	English			
Course Number	098			
Course Title	<u>Topics in English</u>			
Former Title				
Units	0.25 – 3			
Lecture Hours	5		<u>8 – 48</u>	
Laboratory Hours	None			
Arranged Hours	None			
Total Semester Contact Hours	None		<u>8 – 48</u>	
COURSE IDENTIFICATION NUMBER(S) (C-ID)				
PREREQUISITE(S)				
Prerequisite	None			
CATALOG DESCRIPTION	Extended composition strategies designed for English/ESL students.			

Budget Unit	<u>0445</u>	
Classification Code	Y	
Transfer Code	C-Not transferable	
Method of Instruction	10	
SAM Priority Code	E - Non-Occupational	
Repeatability	R2-NR - Repeatable x2 <u>Non-Repeatable: D, F, NC, W</u>	
TOPS Code	150100 - English (Writing)	
Topics Course	No	<u>Yes</u>
Open Entry/Exit	Yes	
Grading Options	<u>Letter Grade or P/NP</u>	
Curriculum Office Use Only.		

Department Chair Approval Date: 04/24/12 by: Shelly Jaffray
 Divison Chair Approval Date: 09/26/12 by: Kathleen Patterson
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

This plan of instruction requires and provides critical thinking skills throughout the course. Students develop the ability to apply college level concepts, vocabulary, and learning skills. Written assignments stress expository and analytical techniques using a variety of methods of presentation designed for the specific topic being studied.

Individual segments will be designed with 0.5-3.0 units per course.

A syllabus will be submitted to the Dean of Humanities and Social Sciences for approval, with a copy to the VicePresident of Academic Affairs, prior to scheduling each class. The syllabus will be presented with a completed new course proposal form.

Hours: variable.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

Thinking and Reasoning

-

Information Management

-

Diversity

-

Civic Responsibility

-

Life Skills

-

Careers

-

5 - Essential-always try to achieve

1. Listening and Speaking - Students will actively listen to each other and will respond respectfully to

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: English As a Second Language N49, Reading, Writing and Grammar I
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	English As a Second Language	
Course Number	N49	
Course Title	Reading, Writing and Grammar I	
Former Title		
Units	3	
Lecture Hours	96	
Laboratory Hours	16	<u>None</u>
Arranged Hours	None	
Total Semester Contact Hours	112	<u>96</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)
PREREQUISITE(S)
Prerequisite

ESL N40B or qualifying profile from ESL placement process.

CATALOG DESCRIPTION

Beginning multi-skill language practice. Sentence practice and controlled composition. Revision and editing. Basic grammar including simple and progressive verb tenses. Critical reading. ~~Lab hours are required.~~ Not applicable to associate degree.

Budget Unit	0415
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	493087 - ESL Integrated
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~04/09/22~~13/~~11~~12 by: Elissa Hassel

Divison Chair Approval Date: 09/26/11-12 by: Kathleen Patterson
Curriculum and Instruction Council Chair Approval Date: 10/24/2011

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Language acquisition, of necessity, requires critical thinking skills in all of its applications (i.e., knowledge, comprehension, application, analysis, synthesis and evaluation).

GRAMMAR

Black Azar, Chapters 1-7

- A. Verb to be*
 - 1. tense
 - 2. person
 - 3. number
- B. Pronoun*
 - 1. person
 - 2. number
 - 3. case
- C. Verb tense
 - 1. simple present, past, future
 - 2. present and past progressive
 - 3. present perfect, present perfect progressive, past perfect
 - 4. present perfect – already, yet, still
 - 5. present perfect progressive – for, since
 - 6. past perfect – by the time
- D. Time words:
 - 1. present - adverbs of frequency (always, sometimes)
 - 2. past - yesterday, last week
 - 3. present progressive - adverbs of currency (right now)
- E. Subject-verb agreement
- F. Irregular verbs - all forms to be memorized throughout semester
- G. Time clauses (before, after, when, if, as soon as, while)
- H. Modals
- I. Questions
- J. Other concepts
 - 1. Parts of speech*
 - 2. Subject, verb, object, prepositional phrase, object of prep.
 - 3. Time clause, main clause, and independent/dependent clause
 - 4. Ending punctuation and commas
 - 5. Parallel verbs
 - 6. Possession
 - 7. Imperative
 - 8. Spelling rules

WRITING OVERVIEW

- A. Pre-writing strategies
 - 1. Brainstorm topic
 - 2. Listing
 - 3. "Wh" questions
- B. Writing
- C. Revising

SENTENCE ELEMENTS

All sentences should contain the following:

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: French 198, Topics in French

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	French
Course Number	198
Course Title	Topics in French
Former Title	Topics in French
Units	0.5 – 3
Lecture Hours	8 – 48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	8 – 48

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

A specialized course on topics related to current needs of students.

Budget Unit	0441
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	110200 - French
Topics Course	Yes
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 05/09/12 by: Martha Guerrero

Divison Chair Approval Date: 09/26/12 by: Kathleen Patterson

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

This plan of instruction requires and provides critical thinking skills throughout the course. Students develop the ability to apply college level concepts, vocabulary, and learning skills. Written assignments stress expository and analytical techniques using a variety of methods of presentation designs for the specific topics being studied.

Individual segments will be designed with 0.5-3.0 units for each course.

The proposed course outline will be submitted to the Dean of Humanities and Social Sciences and the Vice President of Academic Affairs at Santa Ana College for approval, prior to scheduling each course. The syllabus

will be presented with a new course proposal form. When appropriate the course will be proposed with a permanent course number.

Content will stress general principles of wide applicability.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

College level materials will be selected for individual topics as needed.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

4 - Very important-often try to achieve

1. Reading and Writing - Write the assignments in French at the intermediate level while applying correct grammatical structures and using relevant vocabulary items.
2. Listening and Speaking - a. Communicate effectively in French at the intermediate level by using appropriate vocabulary and applying grammatical structures correctly. b. Listen for key content and grammar points in small and large groups. c. Use appropriate pronunciation on a variety of topics.

Thinking and Reasoning

4 - Very important-often try to achieve

1. Creative Thinking - a. Predict alternative conclusions to stories. b. Use narrative and descriptive skills in composing paragraphs and essays. c. While being creative, the learner will be able to analyze and integrate ideas and substantiate opinions.
2. Critical Thinking - Analyze diverse perspectives on common issues.
3. Ethical Reasoning - Evaluate and debate the ethical issues relating to current events and those presented in reading materials.
4. Quantitative Reasoning - Integrate quantitative evidence in order to validate or substantiate opinions.

Information Management

2 - Unimportant-rarely try to achieve

1. Information Competency - Learn how to use all library resources and effectively gather information from the internet.

Diversity

4 - Very important-often try to achieve

1. Cultural - Draw comparisons and contrasts from the selected topics that deal with cultural, social and environmental issues in America and the French speaking countries.
2. Social - Draw comparisons and contrasts from the selected topics that deal with cultural, social and environmental issues in America and the French speaking countries.
3. Environmental - Draw comparisons and contrasts from the selected topics that deal with cultural, social and environmental issues in America and the French speaking countries.

Civic Responsibility

2 - Unimportant-rarely try to achieve

1. Civic Responsibility - Discuss issues dealing with civic responsibility in the U.S. and French

SANTA ANA COLLEGE COURSE OUTLINEDISCIPLINE, NUMBER, TITLE: Vietnamese 198, Topics in Vietnamese

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Vietnamese
Course Number	198
Course Title	Topics in Vietnamese
Former Title	Tpcs. in Vietnamese
Units	0.5 – 3
Lecture Hours	8 – 48
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	8 – 48

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None.

CATALOG DESCRIPTION

A specialized course on topics related to current needs of students.

Budget Unit	0445
Classification Code	Y
Transfer Code	B-Transferable to CSU only
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	111720 - Vietnamese
Topics Course	Yes
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 05/09/12 by: Martha Guerrero

Divison Chair Approval Date: 09/26/12 by: Kathleen Patterson

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

This plan of instruction requires and provides critical thinking skills throughout the course. Students develop the ability to apply college level concepts, vocabulary, and learning skills. Written assignments stress expository and analytical techniques using a variety of methods of presentation designs for the specific topics being studied.

Individual segments will be designed with 0.5-3.0 units for each course.

The proposed course outline will be submitted to the Dean of Humanities and Social Sciences and the Vice President of Academic Affairs at Santa Ana College for approval, prior to scheduling each course. The syllabus will be presented with a new course proposal form. When appropriate the course will be proposed with a permanent course number.

Content will stress general principles of wide applicability.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

College level materials will be selected for individual topics as needed.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

4 - Very important-often try to achieve

1. Reading and Writing - Write the assignments in Vietnamese at the intermediate level while applying correct grammatical structures and using relevant vocabulary items.
2. Listening and Speaking - a. Communicate effectively in Vietnamese at the intermediate level by using appropriate vocabulary and applying grammatical structures correctly. b. Listen for key content and grammar points in small and large groups. c. Use appropriate pronunciation on a variety of topics.

Thinking and Reasoning

4 - Very important-often try to achieve

1. Creative Thinking - a. Predict alternative conclusions to stories. b. Use narrative and descriptive skills in composing paragraphs and essays. c. While being creative, the learner will be able to analyze and integrate ideas and substantiate opinions.
2. Critical Thinking - Analyze diverse perspectives on common issues.
3. Ethical Reasoning - Evaluate and debate the ethical issues relating to current events and those presented in reading materials.
4. Quantitative Reasoning - Integrate quantitative evidence in order to validate or substantiate opinions.

Information Management

2 - Unimportant-rarely try to achieve

1. Information Competency - Learn how to use all library resources and effectively gather information from the internet.

Diversity

4 - Very important-often try to achieve

1. Cultural - Draw comparisons and contrasts from the selected topics that deal with cultural, social and environmental issues in America and the Vietnamese speaking countries.
2. Social - Draw comparisons and contrasts from the selected topics that deal with cultural, social and environmental issues in America and the Vietnamese speaking countries.
3. Environmental - Draw comparisons and contrasts from the selected topics that deal with cultural,

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first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Fire Technology 121, Physical Fitness for Public Safety Personnel
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Fire Technology	
Course Number	121	
Course Title	Physical Fitness for Public Safety Personnel	
Former Title		
Units	4	<u>3</u>
Lecture Hours	48	
Laboratory Hours	84	<u>None</u>
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**None **Corequisite**FTC 121L**CATALOG DESCRIPTION**

This lecture ~~laboratory~~ class provides information on exercise physiology and nutrition as it relates to public safety personnel. Topics include ~~cardiovascular~~; the components of a fitness program such as metabolic fitness, muscular fitness, body composition and flexibility. Other topic include the FITT principle, specificity and injury prevention and treatment. ~~Students will receive an individual fitness profile developed from tests given during the arranged hours of the class.~~

Budget Unit	<u>15716</u>	
Classification Code	Y	
Transfer Code	B-Transferable to CSU only	
Method of Instruction	54	<u>10</u>
SAM Priority Code	C - Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	213300 - Fire Technology	
Topics Course	No	
Open Entry/Exit	No	
Grading Options	<u>Letter Grade or P/NP</u>	

Curriculum Office Use Only.

Department Chair Approval Date: 03/30/12 by: Terri Wann
 Divison Chair Approval Date: 04/04/12 by: Kristina Ross
 Curriculum and Instruction Council Chair Approval Date: ~~+005/2207/2007-2012~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

SIGNIFICANCE OF PHYSICAL FITNESS - 1 LEC HOUR

As it relates to public safety personnel

BASIC PRINCIPLES OF PHYSICAL TRAINING - 3 LEC HOURS

Overload, progression and specificity of training

AEROBIC EXERCISE PRESCRIPTION - 7 LEC HOURS

Developing an exercise prescription to improve performance, maintain ideal body composition, decrease risk of injury and improve overall health.

MUSCULAR EXERCISE PRESCRIPTION - 6 LEC HOURS

Developing an exercise prescription to improve performance, maintain ideal body composition, decrease risk of injury and improve overall health.

ENERGY PRODUCTION - 2 LEC HOURS

Discuss how energy is produced within the muscle cell. Determine appropriate conditioning program to target aerobic and anaerobic energy pathway.

MUSCULAR, CARDIOVASCULAR, AND RESPIRATORY ANATOMY - 2 LEC HOURS

Describe the basic functional units of the musculoskeletal system, heart, and lungs.

MEDICAL FITNESS - 1 LEC HOUR

Define risk factors associated with coronary heart disease and how to reduce or eliminate them. Discuss the medical requirements for public safety personnel.

MEASUREMENT OF PHYSICAL FITNESS - 1 LEC HOUR

Define how to measure strength, endurance, flexibility, aerobic and anaerobic fitness.

BENEFITS & PHYSIOLOGICAL ADAPTATIONS TO AEROBIC, ANAEROBIC, & MUSCULAR ACTIVITIES - 2 LEC HOURS

Describe the bodies positive adaptations to physical activity.

IDENTIFICATION, PREVENTION, & TREATMENT OF PHYSICAL TRAINING INJURIES - 6 LEC HOURS

Define common training injuries and how to prevent and treat them.

PHYSICAL ABILITY PREPARATION - 2 LEC HOURS

Specific training techniques to prepare for physical ability test.

NUTRITION - 15 LEC HOURS

Discuss carbohydrates, protein, fat, vitamins, minerals and minerals nutritional supplements. Building a sound nutritional program to enhance health and performance. Nutritional supplements. ~~STUDENT EXECUTED~~

~~EXERCISE PROGRAM - 64 LAB HOURS~~ Student performs aerobic, muscular and flexibility

~~exercise.~~ ~~FITNESS AND NUTRITIONAL ASSESSMENT LAB - 4 LAB HOURS~~ Student participates in a fitness assessment lab including aerobic, muscular, and body composition evaluation. Student inputs

information into a computer to analyze nutritional status. Student receives an individualized fitness and

nutritional profile to discussed in class. ~~PHYSICAL ABILITY PRACTICE - 16 LAB HOUR~~ Two 8 hours

BIOL-211

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:~~Judith Giles Morgan, M. Eloise Brown Carter. *Investigating Biology Lab Manual*, 5th~~ Reece, J., L. Urry, M. Cain, S. Wasserman, P. Minorsky, R. Jackson. *Biology*, 9th ed. Benjamin Cummings Publishing, 2004 2010, ISBN: ~~xxxxxxx~~0321558235. \$180

Required:~~Campbell~~ Reece, Neil A.J., and Reese, Jane B., . *Biology* L. Urry, M. Cain, S. Wasserman, P. Minorsky, R. Jackson, J. Morgan, M. Carter.. *Investigating Biology Lab Manual*, 7th ed. Benjamin + Cummings Publishing, 2005 2010, ISBN: ~~xxxxxx~~0321668219.

Recommended readings and/or materials:

Campbell, Neil A., and Reese, Jane B., Reece, J., L. Urry, M. Cain, S. Wasserman, P. Minorsky, R. Jackson, M. Taylor. *Study Guide for Campbell Biology*, Benjamin/Cummings 7th. Benjamin Cummings 9th edition, 2005 2010.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

SANTA ANA COLLEGE COURSE OUTLINE	
DISCIPLINE, NUMBER, TITLE: Biology 211, Cellular and Molecular Biology (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)	
CATALOG ENTRY	
Discipline	Biology
Course Number	211
Course Title	Cellular and Molecular

	Biology
Former Title	
Units	5
Lecture Hours	48
Laboratory Hours	96
Arranged Hours	None
Total Semester Contact Hours	144

**COURSE IDENTIFICATION
NUMBER(S) (C-ID)**

PREREQUISITE(S)

Prerequisite

Mathematics 080 or 081 with a grade of C or better.

CATALOG DESCRIPTION

An investigation into the molecular and cellular basis of life, including the evolution of cells, cell structure and function, energy and information flow, cellular reproduction, genetics, and the molecular basis of inheritance. Required of majors in Biology, Medicine, Forestry, and Agriculture. This course is a prerequisite for Biology 212 and Biology 214. Prior completion of Chemistry 119 or 209 or equivalent recommended.

Budget Unit 16410

Classification Code Y

Transfer Code A-Transferable to both UC and CSU

Method of Instruction 30

SAM Priority Code E - Non-Occupational

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first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Mathematics N47B, Pre-Algebra/Algebra Essentials B
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Mathematics
Course Number	N47B
Course Title	Pre-Algebra/Algebra Essentials B
Former Title	
Units	2
Lecture Hours	32
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	None <u>32</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)**

~~Prerequisite Mathematics N05 or N06 with a grade of C or better or equivalent skills as measured by the Math Level I Exam and a course equivalent to Math N05 or N06. Math N47A is a prerequisite/corequisite.~~

Math N47A or concurrent enrollment.

CATALOG DESCRIPTION

For students who have little or no previous algebra experience. This course offers an introduction to basic algebra concepts, math vocabulary, and algebraic operations using lectures, self-paced computer assisted instruction, and manipulative activities. This course is intended to be a bridge from basic arithmetic to elementary algebra. Not applicable to the associate degree.

Budget Unit	16201
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	- <u>NR - Non-Repeatable: D, F, NC, W</u>
TOPS Code	170100 - Mathematics, General
Topics Course	No
Open Entry/Exit	Yes
Grading Options	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 07/12/12 by: Mike Everett
 Divison Chair Approval Date: 09/24/12 by: Gina Giroux
 Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

The student will be required to identify and apply the principles that are relevant to a given problem, compare and contrast the methods used in previously solved problems, select appropriate problem solving techniques, illustrate logical reasoning process, and apprise the validity of the solutions. If unsuccessful, the student will be required to identify the appropriate questions to ask. The student will be required to classify and identify problem types, evaluate possible methods of solution and decide which is most appropriate, demonstrate proficiency in determining correct solutions and present solutions in a clear and coherent form with complete sentences, whether verbal or symbolic, and determine whether solutions are reasonable.

1. Graphing - 8 Hours

To plot (x,y) coordinates; find missing coordinates; graph lines by plotting points, plotting intercepts, slope and intercepts; putting equation in y= form; finding slope between two points emphasis on graphs.

2. Exponents/Polynomials - 12 Hours

To perform fundamental operations using the properties of positive exponents; simply, add, subtract, and multiply polynomials; division of polynomial by monomial; square roots of perfect squares and exposure to radical symbol.

3. Polynomials - 12 Hours

To factor elementary polynomials, specifically greatest common factor, trinomials with leading coefficient of one ($x^2 + bx + c$), factor by grouping, and difference of squares and exposure to radical symbol and square roots of perfect squares.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required: Tobey, J.&Slater, J. . *Beginning Algebra*, 7th ed. ed. Upper saddleback, NJ : Pearson Education, 2010, ISBN: ISBN: 0-321-5.

Required: MyMathLab Access Code. Pearson Education, 1 ed.

Recommended readings and/or materials:

Scientific calculator highly recommended

Tutorial Software

Manipulatives

Other:

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE
 DISCIPLINE, NUMBER, TITLE: Mathematics N48, Pre-Algebra/Algebra Basics.....
 (Revised 4/2007)(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Mathematics	
Course Number	N48	
Course Title	Pre-Algebra/Algebra Basics.....(Revised 4/2007)	
Former Title		
Units	4	
Lecture Hours	64	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	64

COURSE IDENTIFICATION NUMBER(S) (C-ID)

PREREQUISITE(S)

Prerequisite

Mathematics ~~N05~~ N05C or N06 with a grade of C or better or placement into Mathematics N48 on the Math Level 1 Exam and a course equivalent to Mathematics N05 or N06.

CATALOG DESCRIPTION

For students who have little or no previous algebra experience. This course offers an introduction to basic algebra concepts, math vocabulary, algebraic operations. This course is intended to be a bridge from basic arithmetic to elementary algebra. Not applicable to associate degree.

Budget Unit	<u>16201</u>
Classification Code	Y
Transfer Code	C-Not transferable
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	NR - Non-Repeatable: D, F, NC, W
TOPS Code	+70200 <u>170100</u> - Mathematics Skills, General
Topics Course	No
Open Entry/Exit	No

Grading OptionsLetter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 07/12/12 by: Mike EverettDivision Chair Approval Date: 09/24/12 by: Gina Giroux

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

	Topics	Hours	Contents
1	Rational Number Operations		

<u>16</u>	Perform arithmetic operations with rational numbers; Apply the order of operations. Translate English word phrases to algebraic expressions.		
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2			Equations
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~~+4~~

<u>14</u>	Solve and check equations with one variable on one side or both sides of an equation. Translate English word sentences to algebraic equations. Solve simple percent problems. Solve word problems of a difficulty level that will build confidence in a pre-algebra student.		
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3			Graphing
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~~8-~~

<u>8</u>	Plot points. Find ordered pair solutions to linear equations. Graph lines by plotting points, plotting intercepts, and by using slope and intercept. Put equations in y-form. Find slope of a line between two points.		
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4			Exponents/Polynomials
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~~+2~~

<u>12</u>	Perform fundamental operations using the properties of positive exponents. Simplify, add, subtract, and multiply polynomials. Divide a polynomial by a monomial.		
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5			Polynomials
---	--	--	-------------

~~+2~~

<u>12</u>	Factor polynomials whose terms contain a greatest common factor. Factor by grouping. Factor trinomials with a leading coefficient of one ($x^2 + bx + c$) by grouping. Factor a difference of squares. Find square roots of		
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first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Medical Assistant 098-00, Topic Course

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Medical Assistant	
Course Number	098-00	
Course Title	Topic Course	
Former Title	Topic Course	
Units	0.5 – 3	
Lecture Hours	None	<u>8 – 48</u>
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>8 – 48</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Courses on a variety of contemporary topics will be offered to meet the interests and needs of students in Medical Assisting.

Budget Unit	<u>16630</u>	
Classification Code	-	<u>Y</u>
Transfer Code	-	<u>C-Not transferable</u>
Method of Instruction	-	<u>10</u>
SAM Priority Code	<u>C - Occupational</u>	-
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	<u>120820 - Administrative Medical Assstng</u>	-
Topics Course	Yes	
Open Entry/Exit	No	
Grading Options	Letter Grade or P/NP	

Curriculum Office Use Only.

Department Chair Approval Date: 04/11/12 by: Catherine EmleyDivison Chair Approval Date: 09/24/12 by: Gina Giroux

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

Individual courses will be designed with three hours of work per week including class time for each unit of credit and prorated for short term, lab and activity.

A syllabus and course outline will be submitted to the Dean of Science, Mathematics and Health Sciences at Santa Ana College for approval prior to scheduling each course. The syllabus will include schedule description, course purpose, materials, plan of instruction, and reading and writing assignments.

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Recommended readings and/or materials:

Varies with each course.

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

1 - Not applicable-never try to achieve

1. Listening and Speaking - Varies with each course.

Thinking and Reasoning

1 - Not applicable-never try to achieve

1. Creative Thinking - Varies with each course.

Information Management

1 - Not applicable-never try to achieve

1. Information Competency - Varies with each course.

Diversity

1 - Not applicable-never try to achieve

1. Cultural - Varies with each course.

Civic Responsibility

1 - Not applicable-never try to achieve

1. Civic Responsibility - Varies with each course.

Life Skills

1 - Not applicable-never try to achieve

1. Creative Expression - Varies with each course.

Careers

#40

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

This course provides effective success strategies to enhance academic and lifelong learning skills for the college student. The application of techniques include: values, goal-setting, academic survival strategies such as principles of memory and learning, motivation and concentration, effective note-taking, textbook study methods, efficient time-management, and test-taking. Students learn personal growth methods and develop strategies to effectively deal with issues to ensure personal, educational, and career success.

SANTA ANA COLLEGE COURSE OUTLINE		Budget Unit
DISCIPLINE, NUMBER, TITLE: Study Skills 109, College Learning Skills (If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)		
CATALOG ENTRY		
Discipline	Study Skills	
Course Number	109	
Course Title	College Learning Skills	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>48</u>
COURSE IDENTIFICATION NUMBER(S) (C-ID)		
PREREQUISITE(S)		
Prerequisite None		
CATALOG DESCRIPTION Development of operative college learning skills. Topics include: Time Management, Listening, Notetaking, Textbook Study, Exam Preparation, Memory Techniques, and Critical Reading.		
Classification Code		Y
Transfer Code		B-Transferable to CSU only

Budget Unit 19585
Classification Code Y
Transfer Code -
Method of Instruction 10
SAM Priority Code E - Non-Occupational
Repeatability R+NR - Repeatable x+ Non-Repeatable: D, F, NC, W
TOPS Code 493010 - Guidance

Topics Course No
Open Entry/Exit No
Grading Options Letter Grade or P/NP
 Curriculum Office Use Only.

Department Chair Approval Date: 08/29/12 by:Gabriela Sanchez

Division Chair Approval Date: 09/20/12 by:Monica Collins

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

~~This course includes the study of learning styles and techniques provides effective success strategies to enhance academic and lifelong learning skills for the college student. The application of the techniques requires critical thinking particularly in the implied information reading selections, the essay question writings, the mind maps, and the use of memory techniques.~~ **TIME MANAGEMENT. - 12 hours.**

~~Become acquainted with and~~

~~techniques include: values, goal-setting, academic survival strategies such as principles of memory and learning, motivation and concentration, effective note-taking, textbook study methods, efficient time-management, and test-taking. Students learn personal growth methods and develop strategies to effectively deal with issues to ensure personal, educational, and career success.~~

TIME MANAGEMENT - 9 hours

~~Discuss and~~ apply the principles of time management.

~~Learn~~

~~Prepare strategies for overcoming procrastination.~~

~~Analyze~~ the components of a semester schedule, weekly schedule, and daily "to do" list.

- ~~• Learn strategies for overcoming procrastination. Understand and develop~~

~~Formulate~~ short-term and long-term educational and career goals. ~~LIBRARY~~

LIBRARY USAGE: - 3 hours:

- ~~• Become familiar with library resources. To complete catalog and periodical research exercises:~~

~~COMMUNICATION AND SELF ESTEEM. - 15 hours:~~

- ~~• Understand the sources of low self-esteem. Learn the sources of~~

~~Complete a Santa Ana College library worksop (use of Internet, Finding Books, or Periodical Research).~~

~~Recognize the importance of library resources in relation to other disciplines.~~

COMMUNICATION / SELF ESTEEM - 9 hours

~~Identify techniques to improve study techniques, communication, conflict resolution and public speaking skills.~~

~~Apply the sources of stress related illnesses and strategies to deal with stress.~~

Policy for Temporary Suspension of Courses

The colleges of the Rancho Santiago Community College District (RSCCD) strive to offer a complete schedule of courses that is reflective of all of the items listed in each college's catalog. Unfortunately, there may be circumstances that do not permit the offering of courses for an extended period of time. To ensure that students are provided with the most accurate information possible, courses that will not be offered for at least two (2) years will be marked as *on hiatus until* with an end date listed. The procedure for establishing hiatus status for courses is as follows:

1. Either an administrator (Division Dean or Vice President of Academic Affairs) or a discipline faculty (Department Chair or Coordinator) makes a formal request of the college's Curriculum and Instruction Council to temporarily suspend a course or group of courses in a specific discipline. This request needs to be shared with all effected groups (department chair, discipline faculty, and the division dean) prior to the submission to the Curriculum and Instruction Council. The following items must be included in the request:

- a. Courses that will be temporarily suspended.
- b. List of programs where these courses are listed.
- c. Rationale for why these courses are being temporarily suspended.
- d. Date when the Curriculum and Instruction Council will review the suspension to return the courses to active status.
- e. Affirmation that students may take other available courses if the courses designated for suspension status are needed to complete a program.

2. The Curriculum and Instruction Council will review the request to determine whether this temporary suspension will prevent students from completing a program of study. If an approved program of study cannot be completed without the proposed courses, the request for suspension will be denied.

3. If any state approved program drops below 18 units without the courses that have been submitted for temporary suspension, then the request will be denied.

4. Once the request is approved, the college catalog will add *on hiatus until* at the end of the catalog entry for each course that has been suspended and in each of the programs in which that course is listed.

5. A two-year suspension may be extended for one year for a maximum suspension of three years. After three years, the courses must be reinstated or permanently removed from the college catalog.

6. Suspension is not allowed for an entire program of study. If an entire program is being considered for suspension, please refer to the Program Discontinuance Policy listed in AR6134.