

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: September 24, 2012  
 FROM: Monica Porter, Chair  
 TO: Curriculum & Instruction Council  
 RE: Minutes of Meeting of September 24, 2012  
 2:00 pm, SAC Foundation Board Room, S – 215

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

Guests: A. Bridges, H. Kim, B. Sos, S. Turner.

1. MINUTES OF MEETING OF SEPTEMBER 10, 2012 APPROVED
2. CURRICULUM ITEMS (See Attachment) APPROVED AS AMENDED
3. FIRST READING–POLICY FOR TEMPORARY SUSPENSION OF COURSES ACTION  
 The council suggested that further discussion is needed to clarify implications for articulation by labeling courses ‘on hiatus’ in the course catalog. Monica will follow up on this issue and report back to the council.
4. ARTICULATION OFFICER REPORT INFORMATION  
 Paula pointed out that all course and program originators should access the C-ID website (<http://c-id.net/>) under “Discipline Listservs” to sign up for C-ID's Intersegmental discipline lists. Currently there are 346 finalized descriptors in 31 disciplines. C-ID Numbers will accelerate the process of the students moving between campuses without requiring approval (waiver forms) from the department chairs for the transferred courses. However, at this time, C-ID numbers are not mandatory and are also not currently required for AA-T and AS-T submissions.
5. ACCREDITATION REPORT INFORMATION  
 Dr. Rose informed the council that Santa Ana College will submit the SLO report next week. The report will highlight where students are in the SLO assessment process. Next accreditation visit will be in the Fall of 2014.

Changes are also occurring in the area of Distance Education. More authentication is being required.

6. CURRICUNET UPDATE INFORMATION

Monica Porter recommended that if a program contains the option of both an associate degree and certificate, the originator should split the program into two separate proposals – one for the degree and one for the certificate to improve the readability of the catalog for our students. The council suggested adding language on the associate degree description to indicate that GE requirements must also be completed to obtain the degree.

7. OTHER

Questions arose regarding location of documents for Program Review and Dr. Rose informed the council that Sharepoint is being looked at for faculty to be able to access instead of InsideSAC.

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

**REVISED COURSE – SECOND READING**

*Items #1 through #3 were approved. Item #1 was approved with adding “May be repeated for recertification” to the catalog description.*

Kinesiology

1. Kinesiology Health Education 105, First Aid and Personal Safety
2. Kinesiology Health Education 107, Cardiopulmonary Resuscitation

Science, Math and Health Sciences

3. Biology 135, Natural History of the Mojave Desert

**REVISED PROGRAMS – FIRST READING**

*Items #4 through #5 were presented for first reading.*

Human Services

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

Science, Math and Health Sciences

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



TECHNICAL COMMITTEE REPORT

OCTOBER 8, 2012

**COURSE DELETION**

Humanities

1. German 199, German 199

**REVISED COURSES**

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**

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



A1

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: German 199, German 199

(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	German
Course Number	199
Course Title	<u>German 199</u>
Former Title	
Units	1
Lecture Hours	1
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	<del>None</del> 1

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

None

**CATALOG DESCRIPTION**

Directed field experience, research, or development of skills and competencies.

**Budget Unit**

<b>Classification Code</b>	Y
<b>Transfer Code</b>	A-Transferable to both UC and CSU
<b>Method of Instruction</b>	
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	110100 - Foreign Languages, General
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 05/22/12 by: Martha GuerreroDivision 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.)

**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.

**How will student learning be assessed? (Multiple measures must be used.)**

Supplemental Forms



#2

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 124, College Success and Personal Growth  
(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	124	
Course Title	College Success and Personal Growth	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	<del>None</del>	<u>48</u>

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

None

**CATALOG DESCRIPTION**

Analysis of the concepts related to learning and self-development as a lifelong process. Examination of human motivation from psychological, social, and physiological perspectives. An evaluation of the roles of values, ideals and principle centered leadership in achieving balance in life.

<b>Budget Unit</b>	<u>15320</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	B-Transferable to CSU only
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	493010 - Guidance
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 09/24/12 by: Reymundo Robledo

Divison Chair Approval Date: 09/26/12 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.)

The student will synthesize principles of self discovery and self actualization in order to form a cohesive life mission statement. He/she will compare and contrast reactive and proactive responses to solve problems. The student will develop the ability to analyze values and core beliefs, distinguish between what is efficient and what is effective and compare and contrast the difference between personal leadership and self management.

Unit I (9 hours)

## Be Proactive

1. Differentiate between psychological, sociological and biological determinism.
2. Understand the stimulus/response function and the freedom to choose.
3. Make effective decisions: act or be acted upon.
4. Take initiative and develop personal responsibility.
5. Evaluate reactive and proactive responses to human conditions.

Unit II (9 hours)

## Personal Mission Statement and Goal Setting

1. Scripting and the unconscious.
2. Physiological response to creative visualization.
3. Analyze core ~~value~~ values that guide the decision making process.
4. Write a principle centered mission statement.
5. Compare and contrast self management and personal leadership.

Unit III (9 hours)

## Time Management and Self Management

1. Compare and contrast the four generations of time management (checklists, schedules, prioritization, organization around relationships and results).
2. Analyze the power of prevention and perspective (finding the overview in difficult situations).
3. Understand the balanced life within a culturally diverse society: work, recreation, relationship building and learning/reflection.

Unit IV (9 hours)

## Interdependence, Relationships, Group Interaction Skills

1. Communicate by clarifying expectations.
2. Develop personal integrity and keep commitments.
3. Differentiate between hearing and listening, empathic communication.
4. Resolve conflicts with respect and dignity for oneself and others.
5. Win/Win, Win/Lose, Lose/Lose, No Deal, performance agreements.

Unit V (12 hours)

## Self-renewal and Lifelong Learning

1. Synthesize the four dimensions of renewal:
  - A. Physical: exercise, nutrition, stress management
  - B. Social/Emotional: service, empathy, intrinsic security.
  - C. Spiritual: value, clarification, study, reflection.
  - D. Mental: reading, visualization, planning, writing.
2. Understanding the college/university as a tool for lifelong learning and educational planning.
  - A. Synthesize personal mission statement with a college major and career goal.

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

**SANTA ANA COLLEGE COURSE OUTLINE**

#3

DISCIPLINE, NUMBER, TITLE: Biology 109, Fundamentals of 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	109
Course Title	Fundamentals of Biology
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**

Principles of biology stressing the relationship of all organisms from anatomical, physiological and ecological points of view. Includes cell machinery, genetics, reproduction, embryology, animal behavior, botany, ecology, evolution and human physiology. Concurrent enrollment in Biology 109L recommended. Designed for non-biology majors.

<b>Budget Unit</b>	16410
<b>Classification Code</b>	Y
<b>Transfer Code</b>	A-Transferable to both UC and CSU
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	40100 - Biology, General
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~0209/0205/12~~ by: Jubal Hampton

Divison Chair Approval Date: ~~0509/0324/12~~ by: ~~Phil Hughes~~ Gina Giroux

[http://www.curricunet.com/SAC/files/comp\\_615\\_4520\\_4196.html](http://www.curricunet.com/SAC/files/comp_615_4520_4196.html)

9/28/2012

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.)

Students are expected to (1) learn the principles of biology with emphasis on the relationship of all organisms from an anatomical, physiological and ecological point of view, and (2) develop an appreciation for the effects biology has as a science on our daily life.

1. Cells (3 hrs): Structure and size comparison
2. Cell Components (3 hrs): Function of different cell components
3. Chemicals of Life (3 hrs): Basic structure and function of micromolecules (e.g., amino acids, nucleotides, etc.) and macromolecules (e.g., starch, proteins, nucleic acids, etc.)
4. Enzymes (3 hrs): Structure and function of enzymes in cellular metabolism
5. Respiration and Photosynthesis (3 hrs): The physiological mechanism through which organisms breathe and why oxygen is required
6. Reproduction and Heredity (6 hrs): Significance of mitosis and meiosis, and their relationship to heredity
7. Embryology (3 hrs): Early development of animals following fertilization
8. Plant Anatomy (3 hrs): Structure and function of roots, stems, leaves and flowers
9. Invertebrates (3 hrs): Different phyla to which different invertebrates belong
10. Vertebrates, Chordates (3 hrs): Internal and external structures of vertebrates
11. Vertebrates: Physiology (3 hrs): Function of some of the important internal organs of vertebrates
12. Population (3 hrs): Evolution of higher organisms through natural selection
13. Ecology (6 hrs): Study of the interrelationship of the organism and its environment
14. Microorganisms (3 hrs): Structure and importance of various microorganisms

## COURSE MATERIALS

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

**Required:** Campbell, N., J. Reece, M. Taylor, E. Simon, J. Dickey. *Biology: Concepts and Connections*, 6th ed. Benjamin Cummings, 2009, ISBN: 0321489845. \$140

### Recommended readings and/or materials:

None

### Other:

None

#4

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 155, Skills for the Helping Professions  
(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	155	
Course Title	Skills for the Helping Professions	
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 exploration of processes for increasing mental flexibility and assisting people in getting resolution on life issues. Focus is on the theory and practice of methods which are based in inquiry, distinction, resolution and integration. The role of self-responsibility and self-awareness will be emphasized.

<b>Budget Unit</b>	<u>15320</u>	
<b>Classification Code</b>	Y	
<b>Transfer Code</b>	B-Transferable to CSU only	
<b>Method of Instruction</b>	10	
<b>SAM Priority Code</b>	E - Non-Occupational	
<b>Repeatability</b>	-	<u>NR - Non-Repeatable: D, F, NC, W</u>
<b>TOPS Code</b>	493011 - Interpersonal Skills	
<b>Topics Course</b>	No	
<b>Open Entry/Exit</b>	No	
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>	

Curriculum Office Use Only.

Department Chair Approval Date: 09/24/12 by: Reymundo Robledo

Division Chair Approval Date: 09/26/12 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.)

Self-Awareness and Self-Responsibility: 8 hours

Recognize the value of self-exploration and self-awareness. Demonstrate individual and group processes. Assess the stages of human growth from dependence, to independence to interdependence. Describe the empathic personality.

Theory Applied to Practice: 8 hours

Analyze core principles in Humanistic Psychology. Compare and contrast Reality, Person-Centered and Cognitive therapies. Examine the core principles for emotional healing. Differentiate between change and transformation. Define victim, rescuer and co-dependency.

The Helping Process: 8 hours

Practice IDRI: Inquiry, Distinction, Resolution and Integration. Employ techniques for identifying presenting issues. Practice interviewing questions, establish resonance, illustrate distinction, differentiate between solution and resolution and employ methods for alignment. Formulate a wrap-up and termination plan.

Ethics: 4 hours

Appraise the need for

Self

self-

Awareness

awareness, confidentiality, duty to warn, mandated reporting, privileged communication and informed consent. Examine countertransference and dual relationships.

Stress, Burnout and Self-Care: 4 hours

Identify patterns of behavior that lead to self-sabotage. Explore resistance and the change process. Demonstrate Applied Kinesiology and body testing. Practice establishing boundaries.

Purposes, Goals and Intentions: 8 hours

Identify barriers to empowerment. Write a life purpose and set goals. Examine time, vehicle, know how and energy in regards to goals.

Careers In the Helping Professions: 8 hours

Identify the role of creativity in assisting people. Explore settings for applying the helping process. Analyze and practice skills for facilitating mental flexibility.

**COURSE MATERIALS**

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

**Required:** Gibson, L. *Stop Stumbling Through Paradise*, 1 ed. San Diego: Montezuma, 2010, ISBN: 111111111. \$27

**Recommended readings and/or materials:**

None

**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 N47A, Pre-Algebra/Algebra Essentials - A #5  
 (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	N47A	
Course Title	Pre-Algebra/Algebra Essentials - A	
Former Title	MATH N47	
Units	2	
Lecture Hours	32	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	<del>None</del>	<u>32</u>

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

Mathematics N05 (N05A, N05B, and N05C) or N06 with a grade of C or better or equivalent skills as measured by the Math Level 1 Exam and a course equivalent to Math 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, 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.

<b>Budget Unit</b>	<u>16201</u>	
<b>Classification Code</b>	Y	
<b>Transfer Code</b>	C-Not transferable	
<b>Method of Instruction</b>	10	
<b>SAM Priority Code</b>	E - Non-Occupational	
<b>Repeatability</b>	-	<u>NR - Non-Repeatable: D, F, NC, W</u>
<b>TOPS Code</b>	170100 - Mathematics, General	
<b>Topics Course</b>	No	
<b>Open Entry/Exit</b>	Yes	
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>	

Curriculum Office Use Only.

Department Chair Approval Date: 07/12/12 by:Mike Everett

Division 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. Rational Number Operations - 16 Hours

To skillfully employ the rules of arithmetic; order of operations; arithmetic of rational numbers; translating from words to symbols.

#### 2. Equations - 16 Hours

To solve and check equations with either variable on one side or one variable on both sides of equation (mostly integers); translating from words to symbols; simple percent problems; emphasis on word problems of a comfortable nature for pre-algebra students

### **COURSE MATERIALS**

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

**Required:** Tobey-Slater. *Beginning Algebra*, 7 ed. Pearson Education, 2009, ISBN: 0-321-57375-7.

and

**Required:** MyMathLab Access Code. Pearson Education, 1 ed.

#### **Recommended readings and/or materials:**

**Scientific calculator highly recommended**

**Tutorial Software**

**Manipulatives**

#### **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

**SANTA ANA COLLEGE COURSE OUTLINE**

#6

DISCIPLINE, NUMBER, TITLE: Medical Assistant 020, Bloodborne and Airborne Pathogen Standards  
(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	020
Course Title	Bloodborne and Airborne Pathogen Standards
Former Title	
Units	0.5
Lecture Hours	8
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	<del>None</del> <u>8</u>

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

**PREREQUISITE(S)**

**Prerequisite**

None

**CATALOG DESCRIPTION**

Presentation of California Occupational Safety and Health Act (Cal-OSHA) Bloodborne and Airborne Pathogen Standards for occupational at-risk exposure to hepatitis, HIV-AIDS and Tuberculosis including compliance requirements, exposure control measures, exposure determination, protective equipment, and post exposure practices.

<b>Budget Unit</b>	<u>16630</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	C - Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	120820 - Administrative Medical Assstng
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 04/09/12 by: Catherine Emley

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.)

~~COURSE CONTENT HOURS WHAT STUDENT IS EXPECTED TO LEARN~~ This is an 8 hour, one day course.

### **Part I: Introduction to bloodborne pathogens and ~~OSHA~~ and Occupational Safety Health Administration compliance standards and regulations**

- ~~A.~~ Understand bloodborne pathogens and occupational exposures
- ~~B.~~ Describe CAL-OSHA compliance standards and regulations
  - a. explain the purpose of exposure standards
  - b. identify measures used for control practice
- C. Define and explain the bloodborne pathogens standard
- D. Explain occupational exposure risks:

### **Part II: Hepatitis**

- A. Understand the difference and similarities between Hepatitis A, Hepatitis B and Hepatitis C
  - 1. explain the disease process of each including etiology, transmission, at-risk behaviors, symptoms, ~~and outcomes.~~ and outcomes
  - 2. describe the vaccination protocols including administration, risks, side-effects and ~~declination procedures~~ declination procedures for Hepatitis A and Hepatitis B
- B. Identify and explain occupational exposure

### **Part III: HIV and AIDS**

- A. Explain HIV-AIDS as a disease process
  - 1. describe modes of transmission
  - 2. explain the symptoms and progression of the disease
  - 3. describe at-risk behaviors and ~~outcomes.~~ outcomes
- B. Identify prevention guidelines

### **Part IV: OSHA exposure and control standards and practices**

- A. Describe exposure control guidelines and practices
  - 1. explain barrier protection ~~and the CDC universal precautions~~ and CDC universal precautions
  - 2. describe work place practices and control
- B. Identify the proper handling and disposal of needles and sharps
  - 1. explain infectious waste disposal and spill clean-up
  - 2. describe environmental control procedure
- C. Explain exposure reporting guidelines and describe the reporting procedures

### **Part V: Understanding Airborne Pathogens (Tuberculosis)**

- A. Explain airborne transmission of TB
- B. Describe the TB skin testing (Mantoux) procedure including negative versus positive results ~~and the~~ and the related implications
- C. Explain skin test "conversion" and related implications
- D. Explain TB symptoms and progression of the disease.
- E. Describe treatment modalities

### **Part VI: Universal Precautions**

- A. Personal Protective Equipment
- B. Universal precautions
- C. Biohazard waste disposal

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**

#1

DISCIPLINE, NUMBER, TITLE: Medical Assistant 051A, Beginning Medical Terminology  
(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	051A	
Course Title	Beginning Medical Terminology	
Former Title		
Units	3	
Lecture Hours	48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	<del>None</del>	<u>48</u>

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

None

**CATALOG DESCRIPTION**

Introduction to medical terms including structural analysis of prefixes, combining form/roots, and suffixes. Emphasis on terms related to anatomy, physiology, diagnostic tests and pathology of the digestive, renal-urinary, and reproductive systems. Also terms related to pregnancy and the newborn.

<b>Budget Unit</b>	<u>16630</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	C - Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	120820 - Administrative Medical Assstng
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 04/09/12 by: Catherine Emley

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.)

**Basic Word Structure: ~~(Chapter 1)~~ 9 hours**

The student will learn how to analyze medical terms by dividing the words into their component parts and how to combine them into medical terms. Students will learn how to relate medical terms to the structure and function of the human body, and the correct spelling and pronunciation of medical terms.

- A. Introduction to basic word structure
  - 1. Identify the three component word parts to a medical term
    - a. prefix
    - b. root/combining form
    - c. suffix
  - 2. Analyze medical terms by dividing them into component word parts
- B. Relate the medical terms to the structure and function of the human body
  - 1. Recognize the meaning of each component word part of a medical term
  - 2. Use these combining forms/roots, prefixes, and suffixes to build medical terms
  - 3. Demonstrate understanding of medical terms by explaining their meanings
- C. Recognize correctly spelled medical terms
- D. Write correctly spelled medical terms

**Terms Pertaining to the Body as a Whole: ~~(Chapter 2)~~ 6 hours**

The student will learn about the structural organization of the body and will be presented with medical terms relating to body cavities and organs, the anatomical division of the body and back, and the positions, directions and planes of the body. Students will apply new medical word elements to understand new medical terms presented.

- A. Terms pertaining to the body as a whole
  - 1. Define terms that apply to the structural organization of the body
    - a. cells
    - b. tissues
    - c. organs
    - d. body systems
  - 2. Identify the body cavities and recognize the organs contained within each cavity
    - a. cranial
    - b. thoracic
    - c. abdominal
    - d. pelvic
    - e. spinal
  - 3. Locate and identify abdominopelvic regions
    - a. hypochondriac
    - b. epigastric
    - c. lumbar
    - d. umbilical
    - e. inguinal
    - f. hypogastric
  - 4. Locate and identify abdominopelvic quadrants
    - a. right upper quadrant (RUQ)
    - b. left upper quadrant (LUQ)
    - c. right lower quadrant (RLQ)

#9

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 053, Medical Assistant - Administrative Front Office  
(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	053	
Course Title	Medical Assistant - Administrative Front Office	
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**

Medical front office training including the role, responsibilities, professionalism, medical ethics and laws, medical records, filing, billing and collection, banking, bookkeeping, reception, telephone techniques, oral and written communication, resume and job seeking skills. Also includes a unit on office first aid and life threatening illnesses.

<b>Budget Unit</b>	<u>16630</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	C - Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	120820 - Administrative Medical Assstng
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 04/09/12 by: Catherine Emley

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.)

**Unit I: Introduction to Medical Assisting, the Role, Responsibilities, Skills and Professionalism (9 Hours)**

**Part 1: Medical assisting as a profession (~~Chapter 1~~)**

- A. Personal attributes of the professional
- B. Historical perspective of medical assisting
- C. The American Association of Medical Assisting (AAMA)
- D. American Medical Technologists (AMT)
- E. Education of the professional medical assistant
- F. Career opportunities
- G. Regulation of health care providers
  - 1. credentialing
  - 2. scope of practice

**Part 2: History of Medicine (~~Chapter 3~~)**

- A. Cultural heritage in medicine
- B. Medical specialists
- C. History of medical education
- D. History of attitudes toward illness
- E. History of medical treatments
- F. Significant contributions to medicine

**Part 3: Health care settings and the health care team (~~Chapter 2~~)**

- A. Ambulatory health care settings
  - 1. individual practices
  - 2. group practices
  - 3. urgent care settings
  - 4. managed care operations
- B. The impact of managed care in the health care setting
- C. The health care team
  - 1. role of the medical assistant
  - 2. the title "doctor"
  - 3. health care professional and their roles
  - 4. integrative medicine and alternative health care practitioners
  - 5. allied and other health professionals and their roles
- D. The value of the medical assistant to the health care team

**Part 4: Written communications (~~Chapter 15~~)**

- A. Composing correspondence
- B. Component parts of a business letter
- C. Letter styles
- D. Supplies for written communication
- E. Other tyopes of corresspondence
- F. Processsing incoming and outgoing mail
- G. Technologies
- H. Legal and ethical issues

**Part 5: Employment Strategies (~~Chapter 48~~)**

- A. Developing a strategy
- B. Job analysis and research

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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 056, Computer Applications for the Medical Office  
(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	056
Course Title	Computer Applications for the Medical Office
Former Title	<del>Medical Facility Computer Applications</del>
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**

An introduction to the computer with practical applications for a medical office/clinical setting, including building patient databases, patient scheduling, procedure codes, and diagnostic codes. Generate computerized billing records, posting to accounts, insurance claims forms, and generating reports and electronic data interchange.

<b>Budget Unit</b>	<u>16630</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	D - Possible Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	120820 - Administrative Medical Assstng
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 04/09/12 by: Catherine Emley

Divison Chair Approval Date: 09/24/12 by: Gina Giroux

Curriculum and Instruction Council Chair Approval Date:

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.)

Identify types of computers used in a medical environment, computer components, hardware and peripherals, software and data processing cycle (3 hours).

Demonstrate and practice basic skills for using Microsoft Windows (3 hours).

Demonstrate medical office practice management software application including: initiate login procedure, patient registration, file maintenance, procedure posting, posting payments, patient billing, report generation and appointment scheduling (3 hours).

Review Health Insurance portability and Accountability Act and navigation and data entry utilizing medical Office Simulation Software (3 hours).

Explain principles of appointment scheduling for established patients and new patients (3 hours).

Search, schedule and re-schedule patient appointments, prepare files, perform patient check-in and check-out and review reimbursement process (3 hours).

Identify demographic information and relevant insurance coverage details from patient registration forms and insurance cards and input patient registration using Medical Office Simulation Software (3 hours).

Review hospital admission forms and input patient data and registration information using Medical Office Simulation Software (3 hours).

Review major types of medical insurance plans including managed care, Medicare, Medi-Cal, indemnity plans and health Reimbursements Arrangements (3 hours).

Review and complete claim forms and prepare and process paper and electronic claims using Medical Office Simulation Software (3 hours).

Read and decipher Medicare Remittance Advice and an Explanation of Benefits for payment and posting; post payments on Medicare Remittance Advice and PPO/HRA EOBs (3 hours).

Review common billing cycles, inspecting and posting patient's personal checks and techniques for effectively discussing financial matters with patients (3 hours).

Maintain patient accounts, prepare written collection letters, post payments from secondary insurance companies, identify types of problem insurance claims, examine claim review process for unpaid or disputed insurance claims and generate reports to identify delinquent patient accounts and unpaid insurance claims (3 hours).

## COURSE MATERIALS

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

**Required:**Correa, Cindy. *Getting Started in the Computerized Medical Office: Fundamentals and Practice*, 2<sup>nd</sup> ed. New York: Thompson Corporation, 2005, ISBN: ~~n/a~~ 9781435438. \$98.95

**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 )



CURRICULUM & INSTRUCTION COUNCIL

OCTOBER 8, 2012

**NEW COURSES – FIRST READING**

Humanities

1. French 198, Topics in French
2. Vietnamese 198, Topics in Vietnamese

Science, Math and Health Science

3. Biology 111, Marine Biology
4. Mathematics 078, Math for Engineering I
5. Mathematics 167, Math for Engineering II

**REVISED COURSES – FIRST READING**

Fine and Performing Arts

6. Dance 130, Dance Improvisation

Humanities

7. English 098, Topics in English
8. English As a Second Language N49, Reading, Writing, and Grammar I

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**

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)

**REVISED PROGRAMS – SECOND READING**

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)

**SANTA ANA COLLEGE COURSE OUTLINE**DISCIPLINE, 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**

<b>Discipline</b>	French
<b>Course Number</b>	198
<b>Course Title</b>	Topics in French
<b>Former Title</b>	Topics in French
<b>Units</b>	0.5 – 3
<b>Lecture Hours</b>	8 – 48
<b>Laboratory Hours</b>	None
<b>Arranged Hours</b>	None
<b>Total Semester Contact Hours</b>	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.

<b>Budget Unit</b>	0441
<b>Classification Code</b>	Y
<b>Transfer Code</b>	A-Transferable to both UC and CSU
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	110200 - French
<b>Topics Course</b>	Yes
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	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.

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### **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

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### **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 OUTLINE**

DISCIPLINE, 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**

<b>Discipline</b>	Vietnamese
<b>Course Number</b>	198
<b>Course Title</b>	Topics in Vietnamese
<b>Former Title</b>	Tpcs. in Vietnamese
<b>Units</b>	0.5 – 3
<b>Lecture Hours</b>	8 – 48
<b>Laboratory Hours</b>	None
<b>Arranged Hours</b>	None
<b>Total Semester Contact Hours</b>	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.

<b>Budget Unit</b>	0445
<b>Classification Code</b>	Y
<b>Transfer Code</b>	A-Transferable to both UC and CSU
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	111720 - Vietnamese
<b>Topics Course</b>	Yes
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	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.

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### **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

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### **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, social and environmental issues in America and the Vietnamese speaking countries.

##### **Civic Responsibility**

2 - Unimportant-rarely try to achieve

**SANTA ANA COLLEGE COURSE OUTLINE**DISCIPLINE, 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**

<b>Discipline</b>	Biology
<b>Course Number</b>	111
<b>Course Title</b>	Marine Biology
<b>Former Title</b>	
<b>Units</b>	4
<b>Lecture Hours</b>	48
<b>Laboratory Hours</b>	48
<b>Arranged Hours</b>	None
<b>Total Semester Contact Hours</b>	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.

<b>Budget Unit</b>	16410
<b>Classification Code</b>	Y
<b>Transfer Code</b>	A-Transferable to both UC and CSU
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	D - Possible Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	40100 - Biology, General
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 08/29/12 by: Kathleen Takahashi

Division 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

**SANTA ANA COLLEGE COURSE OUTLINE**  
 DISCIPLINE, NUMBER, TITLE: Mathematics 078, Math for Engineers, 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** Mathematics  
**Course Number** 078  
**Course Title** Math for Engineers, I  
**Former Title**  
**Units** 7  
**Lecture Hours** 144  
**Laboratory Hours** None  
**Arranged Hours** None  
**Total Semester Contact Hours** 144

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

Math 060 or 061 with a grade of C or better; or placement into Math 080 or 081 on the mathematics level 2 placement exam and a course equivalent to Mathematics 060 or 061.

**CATALOG DESCRIPTION**

Basic Euclidean geometry combined with a second course in algebra. Topics from Basic Euclidean Geometry include: concepts of lines, planes, triangles, congruence, proofs, inequalities, parallel lines, similarity, areas, and volumes. Topics from Algebra include: systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving.

**Budget Unit** 16201  
**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** 170100 - Mathematics, General  
**Topics Course** No  
**Open Entry/Exit** No  
**Grading Options** Letter Grade or P/NP  
 Curriculum Office Use Only.

Department Chair Approval Date: 09/08/12 by: Mike Everett  
 Division 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.)

Course Content	Hours	Learning Expectation
Coordinates and Functions	9	Introduction of coordinates as a means of describing locations in the plane. Students learn function notation and how the

		coordinates of the vertices of polygons are affected by translations on the coordinate plane.
Equations for Problem Solving	9	Work continues with equations and solving equations. Additional techniques for solving equations are presented and using equations to model problem situations is emphasized.
Ratios, Probability and Similarity	9	Introduction of ratios and solving proportions as skills needed for investigating probability, making predictions, and for analyzing similar figures. Students use proportions to predict events based on a sample and to solve problems involving similar polygons, scale drawings, and dilations. The concept of ratio is extended to include sine and cosine; the two special right triangle ratios.
Direct Variation	9	Students reinforce their work with ratios, variables, and formulas while exploring the concepts of direct variation, slope, and tangent. Students gain experience in making predictions based on models, in writing equations to model direct variation, and in drawing and interpreting graphs. They are also introduced to dimensional analysis and investigate linear and square measures related to circles.
Linear Equations as Models	9	Work continues with linear equations and inequalities and systems of linear equations and inequalities. Students learn to represent real-life situations with tables, equations, and graphs. They learn to write linear equations in slope-intercept and standard forms and to write equations for lines from given information. Students learn to solve linear systems of equations and inequalities by graphing. Students use mathematical models in the form of linear equations to make predictions.
Reasoning and Measurement	9	Applied logical reasoning to numerical and geometric relationships. Students learn to recognize and employ inductive and deductive reasoning and to understand and utilize geometric concepts related to the Pythagorean Theorem, surface area, volume, and similar space figures.
Quadratic Equations as Models	10	Introduction of reflections and presents quadratic equations and their graphs. Students learn to represent quadratic relationships with tables, equations, and graphs and to relate changes in equations to transformations of the corresponding graphs. They recognize that problem situations can be modeled by quadratic equations and graphs, and they use factoring, graphing, and the quadratic formula to solve equations.
Models of Variation and Growth	10	Introduce and extend direct and inverse variation functions, their characteristics, and their graphs. Zero and negative exponents are reviewed. Growth and decay functions as well as the formulas for surface area and volume of a sphere are introduced.
Linear Systems and Matrices	10	Methods of solving systems of linear equations: graphing, the substitution and elimination methods, and using matrices. Systems of linear inequalities are solved.
Quadratic Functions and Graphs	10	Quadratic functions and equations are explored by graphing and translating graphs of quadratic functions. Quadratic functions are solved using the square root property, factoring, and by using the quadratic formula. The nature of the roots is found using the discriminant. Complex numbers are introduced.
Coordinate Geometry and Quadrilaterals	10	Students develop classification skills and learn coordinate geometry formulas. Students use matrices to represent transformations. Distance and midpoint formulas are introduced. Properties of polygons are explored.
Logic and Proof	10	The elements of proof are introduced. Conjunctions, disjunctions, biconditionals are explored as statements. Students learn to make implications, write good definitions, and distinguish between valid and invalid arguments. Definitions, postulates, and theorems are presented as ways to justify statements in a proof. Two-column, paragraph, and flow proofs are used.

#5

**SANTA ANA COLLEGE COURSE OUTLINE**  
 DISCIPLINE, NUMBER, TITLE: Mathematics 167, Math for Engineers, 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**

<b>Discipline</b>	Mathematics
<b>Course Number</b>	167
<b>Course Title</b>	Math for Engineers, II
<b>Former Title</b>	
<b>Units</b>	8
<b>Lecture Hours</b>	144
<b>Laboratory Hours</b>	None
<b>Arranged Hours</b>	None
<b>Total Semester Contact Hours</b>	144

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

Mathematics 078 with a grade of C or better; or, with instructor approval, placement in Mathematics 160 with the Level 3 exam and courses equivalent to Mathematics 070 and 080 or 081.

**CATALOG DESCRIPTION**

Trigonometry combined with Pre-Calculus. Topics from Trigonometry include: angles and their measurement, trigonometric functions and their applications, vectors, the use of trigonometric identities, graphing the basic functions and variations using rectangular and polar coordinates, solving trigonometric equations, and complex numbers. Topics from Pre-Calculus include: advanced algebraic topics, the study of rational, trigonometric, exponential and logarithmic functions, analytic geometry, and preparation for Calculus (Mathematics 180).

<b>Budget Unit</b>	16201
<b>Classification Code</b>	Y
<b>Transfer Code</b>	B-Transferable to CSU only
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	170100 - Mathematics, General
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 09/08/12 by: Mike Everett  
 Division 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.)

Course Content	Hours	Learning Expectation
Modeling Problem	9	Methods of representing and analyzing real-world problems are

Situations		<p>presented. Students explore the use of algorithms, systematic lists, statistics, graphs and equations, diagrams, systems of equations, inequalities (linear and quadratic), matrices and networks.</p> <p>Box-and-whisker plots, scatter plots, and regression are used to examine trends and make predictions about trends concerning real world data.</p>
Exploring and Applying Functions	9	<p>Exploration of a variety of functions and their graphs. Included in the exploration are linear, quadratic, piecewise, absolute value, polynomial, radical, rational, and trigonometric functions. The domain and range for the various functions are explored. Vertical and horizontal asymptotes are introduced. Students solve associated equations for some of these functions. Composite functions are introduced.</p> <p>The exact values for 0, 30, 45, 60 and 90° angles and other related angles are found and used to solve triangles and applications.</p>
Logical Reasoning and Methods of Proof	9	<p>Students begin writing proofs, both synthetic and coordinate, and techniques of indirect proof are introduced. Students compare and contrast coordinate and synthetic methods of proof and learn to understand the need for clear definitions. Coordinate geometry is reviewed.</p> <p>Theorems are introduced that relate to interior and exterior angle measures in polygons. Inscribed polygons and circumscribed polygons are studied. Angle and arc relationships are explored for central and inscribed angles. The five regular polyhedra are introduced and their properties examined.</p>
Sequences and Series	9	<p>Sequences are introduced and classified as arithmetic, geometric, or neither. Formulas are developed for sequences, both explicit and recursive. Subscript notation is used to represent the terms of a sequence.</p> <p>Series are introduced and students find sums for finite arithmetic and geometric series. Sums of infinite geometric series lead to the introduction of a limit of an infinite series. Sigma notation is introduced and used to write finite arithmetic series and finite geometric series.</p>
Exponential and Logarithmic Functions	10	<p>Students work with exponential and logarithmic functions. Both types of functions are graphed, and rules relating to simplifying expressions involving each are presented. Expressions with exponents are extended from whole number exponents to negative and rational exponents.</p> <p>The irrational number <math>e</math> is introduced, as is the natural logarithm. Students convert exponential expressions to logarithmic expressions, and vice versa. Exponential and logarithmic equations are solved. Reflecting graphs is reviewed.</p>
The Unit Circle, Graphs of Trigonometric Functions, and Radian Measure	10	<p>Radian measure is defined and the unit circle is revisited. Students find and learn how to use radian measure for 0, <math>\pi</math>, <math>2\pi</math>. The graphs of the six trigonometric functions are developed and students explore the effects of <math>a</math>, <math>b</math>, <math>c</math> and <math>d</math> when graphing <math>y = a \sin(b(x - c)) + d</math>. A graphing calculator is used as a discovery tool when graphing combinations of trigonometric functions and as an enhancement to graphing techniques.</p> <p>Area of a sector is explored and arc length is associated with linear and angular velocities.</p>
Angles, Trigonometry, and Vectors	10	<p>Introduction of polar coordinates for locating points in the plane, The relationship between polar coordinates and rectangular</p>

#6

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.

<b>Budget Unit</b>	<u>15520</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	B <u>A</u> -Transferable to <u>both UC and CSU only</u>
<b>Method of Instruction</b>	30
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	R3 - Repeatability x3
<b>TOPS Code</b>	100800 - Dance
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>

Curriculum Office Use Only.

Department Chair Approval Date: 04/16/12 by: Eve KikawaDivison 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.
2. Creative Problem Solving	2 lab 1 lec	B. To develop discipline and concentration. 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**

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

Specialized short course on topics related to needs of students. Not applicable to associate degree.

<p><b>SANTA ANA COLLEGE COURSE OUTLINE</b>                  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.)</p>		<p><b>Budget Unit</b></p>
<p><b>CATALOG ENTRY</b></p>		
Discipline	English	
Course Number	098	
Course Title	<u>Topics in English</u>	
Former Title		
Units	<u>0.25 - 3</u>	
Lecture Hours	<del>5</del> 8 - 48	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	<del>None</del> 8 - 48	
<p><b>COURSE IDENTIFICATION NUMBER(S) (C-ID)</b></p>		
<p><b>PREREQUISITE(S)</b></p>		
<p><b>Prerequisite</b> None</p>		
<p><b>CATALOG DESCRIPTION</b> <del>Extended composition strategies designed for English/ESL students.</del></p>		

<b>Budget Unit</b>	<u>0445</u>	
<b>Classification Code</b>	Y	
<b>Transfer Code</b>	C-Not transferable	
<b>Method of Instruction</b>	10	
<b>SAM Priority Code</b>	E - Non-Occupational	
<b>Repeatability</b>	<del>R2-NR - Repeatable x2</del> <u>Non-Repeatable: D, F, NC, W</u>	
<b>TOPS Code</b>	150100 - English (Writing)	
<b>Topics Course</b>	<del>No</del>	<u>Yes</u>
<b>Open Entry/Exit</b>	Yes	
<b>Grading Options</b>	<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 each other with comments, questions, and follow-up points. Students will work together in groups to discuss concepts and solve

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

**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	<del>16</del>	<u>None</u>
Arranged Hours	None	
Total Semester Contact Hours	<del>112</del>	<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.

<b>Budget Unit</b>	0415
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	493087 - ESL Integrated
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	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

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: 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	<del>4</del>	<u>3</u>
Lecture Hours	48	
Laboratory Hours	<del>84</del>	<u>None</u>
Arranged Hours	None	
Total Semester Contact Hours	<del>None</del>	<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.~~

<b>Budget Unit</b>	<u>15716</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	B-Transferable to CSU only
<b>Method of Instruction</b>	54
<b>SAM Priority Code</b>	C - Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	213300 - Fire Technology
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<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: ~~10/05/2207/2007-2012~~

## **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 HOURS~~ Two 8 hours

B501-211

**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, Neil A., and Reese, Jane B., . *Biology*, 7th~~ Judith Giles Morgan, M. Eloise Brown Carter. *Investigating Biology Lab Manual*, 5th ed. Benjamin + Cummings Publishing, 2005~~2004~~, ISBN: ~~xxxxxxxxxxxxxx~~.

**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 7<sup>th</sup>. 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

<b>SANTA ANA COLLEGE COURSE OUTLINE</b>	
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.)	
<b>CATALOG ENTRY</b>	
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

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 1 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.

<b>Budget Unit</b>	16201	
<b>Classification Code</b>	Y	
<b>Transfer Code</b>	C-Not transferable	
<b>Method of Instruction</b>	10	
<b>SAM Priority Code</b>	E - Non-Occupational	
<b>Repeatability</b>	-	<u>NR - Non-Repeatable: D, F, NC, W</u>
<b>TOPS Code</b>	170100 - Mathematics, General	
<b>Topics Course</b>	No	
<b>Open Entry/Exit</b>	Yes	
<b>Grading Options</b>	<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:**

#12

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

**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	<u>64</u>

**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.

<b>Budget Unit</b>	<u>16201</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	C-Not transferable
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W
<b>TOPS Code</b>	<del>170200</del> <u>170100</u> - Mathematics <del>Skills</del> , <u>General</u>
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No

<b>Grading Options</b>	<u>Letter Grade or P/NP</u>		
Curriculum Office Use Only.			
Department Chair Approval Date: <u>07/12/12</u> by: <u>Mike Everett</u>			
Division Chair Approval Date: <u>09/24/12</u> by: <u>Gina Giroux</u>			
Curriculum and Instruction Council Chair Approval Date:			
<b>COURSE CONTENT</b>			
(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.
2	Equations

+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.
3	Graphing

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.
4	Exponents/Polynomials

+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.
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.

<b>Budget Unit</b>	<u>16630</u>	
<b>Classification Code</b>	-	<u>Y</u>
<b>Transfer Code</b>	-	<u>C-Not transferable</u>
<b>Method of Instruction</b>	-	<u>10</u>
<b>SAM Priority Code</b>	<u>C - Occupational</u>	-
<b>Repeatability</b>	NR - Non-Repeatable: D, F, NC, W	-
<b>TOPS Code</b>	<u>120820 - Administrative Medical Assstng</u>	-
<b>Topics Course</b>	Yes	
<b>Open Entry/Exit</b>	No	
<b>Grading Options</b>	Letter Grade or P/NP	

Curriculum Office Use Only.

 Department Chair Approval Date: 04/11/12 by: Catherine Emley

 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.)

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**

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: 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	<del>None</del>	<u>48</u>

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

**PREREQUISITE(S)**

**Prerequisite**

None

**CATALOG DESCRIPTION**

Development and application of ~~operative~~ college learning skills. Topics include: Time Management, Listening, Notetaking, Textbook Study, Exam Preparation, Memory Techniques, and Critical Reading.

<b>Budget Unit</b>	<u>19585</u>
<b>Classification Code</b>	Y
<b>Transfer Code</b>	B-Transferable to CSU only
<b>Method of Instruction</b>	10
<b>SAM Priority Code</b>	E - Non-Occupational
<b>Repeatability</b>	<del>R1-NR - Repeatable</del> <u>x1-Non-Repeatable: D, F, NC, W</u>
<b>TOPS Code</b>	493010 - Guidance
<b>Topics Course</b>	No
<b>Open Entry/Exit</b>	No
<b>Grading Options</b>	<u>Letter Grade or P/NP</u>
Curriculum Office Use Only.	

Department Chair Approval Date: 08/29/12 by: Gabriela Sanchez

Divison 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.~~

- ~~• Learn techniques to improve communication, conflict resolution and public speaking skills.~~

~~LISTENING/ NOTETAKING. 6 hours:~~

~~Become familiar with listening obstacles and~~

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

<b>PROGRAM OF STUDY</b>		
Public Fire Service Option Degree (sac.ftpfs.as) and Certificate (sac.ftpfs.ca) A.A. Degree		
<p>The public fire service program is designed to provide occupational preparation in federal, state, local and private fire protection agencies and for those desiring to enter fire service work in such areas as firefighting with emphasis in fire prevention, inspection and safety practices. Completion of the Fire Academy 060 course is recognized by the California State Board of Fire Services as meeting the requirements for Certified Firefighter 1 Training Academy and college and university preparation. The <u>units earned in The Basic Fire Academy 060 credits</u> are nontransferable. Prerequisites to the Basic Fire Academy include: All Fire Technology core courses <del>and students must</del> meet NFPA 1582 medical standards, pass <u>the physical ability test and achievespecific reading, and writing skillscomplete</u> <b>Emergency Medical Technician I</b> course, take the National EMT Certification Exam and receive <b>certification in the State of California.</b></p>		
Major requirements for the associate degree and certificate		
Course		
FAC 007	Orientation and Physical Fitness	2.5
FAC 008	Firefighter I Physical Ability Examination	0.1
FAC 060	Basic Fire Academy	12
FTC 101	Fire Protection Organization	3
FTC 102	Fire Behavior and Combustion	3
FTC 103	Personal Fire Safety	3
FTC 104	Fire Prevention Technology	3
FTC 105	Building Construction for Fire Protection	3
FTC 106	Fire Protection Equipment and Systems	3
FTC 121	Physical Fitness for Public Safety Personnel	4 <u>3.5</u>
Total Units		
		36.6 <u>1</u>
PID 112357		





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## Electives

<b>PROGRAM OF STUDY</b>		
Medical Assistant - Administrative / Clinical Degree (sac.ma.as) and Certificate (sac.ma.ca) A.S. Degree		
<p><del>The associate degree and certificate curriculum</del> In addition to the general education requirements, the associate degree of science curriculum for medical assistant administrative/clinical is designed to prepare a student for employment in a medical office, a hospital business office, a clinic, or allied health facility. Careers are available as medical assistants, front and back office; insurance secretaries, admitting clerks, medical records clerks and receptionists in all medical facilities.</p> <p>Course content includes medical terminology; medical typing, computer techniques and skills; medical forms, reports, and charts; medical insurance, billing and collections, bookkeeping; effective human relations as related to a medical office; clinical procedures such as giving injections, sterilizing instruments, monitoring vital signs, assisting with minor surgery, instrument identification; and professional ethics and legal aspects.</p> <p>Graduates will be qualified to assist doctors in clinical situations or function under the direct supervision of a medical doctor. Graduates will also be qualified to perform all clerical duties normally required in the medical office, hospital business office, clinics, and allied health facilities.</p>		
Course		-
Medical Assistant Degree Option:		-
-		
Major requirements for the Associate Degree in Science:		-
MA 051A	Beginning Medical Terminology	3
MA 051B	Advanced Medical Terminology	3
MA 053	Medical Assistant - Administrative Front Office	3
MA 054	Medical Insurance and Billing Forms	3
MA 055	Medical Assistant - Clinical Back Office	3
BUS 080	Business Mathematics	3 - 0
Electives		3
-		
-		
		<u>18</u>
-		
Elective must be 3-4 units selected from the following courses:		Units
BA 179	Introduction to Microsoft Office	3
BA 180	Advanced Microsoft Office	3
		4 - 0

BA 183	Microsoft Word	3	
BA 184	Advanced Microsoft Word for the Workplace	3	
MA 020	Bloodborne and Airborne Pathogen Standards	0.5	
MA 056	Computer Applications for the Medical Office	3 - 0	
Recommended electives:			-
			<u>Units</u>
MA 001	Cooperative Work Experience Education - Occupational	1 - 4	16
MA 020	Bloodborne and Airborne Pathogen Standards	0.5	
MA 056	Computer Applications for the Medical Office	3 - 0	
MA 098	Topics	2	
Requirements for the certificate:			-
Course			-
MA 051A	Beginning Medical Terminology	3	
MA 051B	Advanced Medical Terminology	3	
MA 053	Medical Assistant - Administrative Front Office	3	
MA 054	Medical Insurance and Billing Forms	3	
MA 055	Medical Assistant - Clinical Back Office	3	
Total Units			39.5 - 45.5
			PID-148
-00	Topics	0.5 - 3	
Total Units			21 - 22
			PID 355

### 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 a course (or 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. The following items must be included in the request:
  - a. Course(s) 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 another available course if the course(s) designated for suspension status is (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 course(s) 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 one 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.
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.