



# Academic Policies & Procedures

<b>AP&amp;P Agenda</b>	<b>Thursday, January 26, 2023</b> <b>3:00 pm – 5:30 pm via <a href="#">Zoom</a></b>
------------------------	--

**Type of Meeting:** *Regular*  
**Note Taker:** *Debbie Lindsey*  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, CTE Representative</i>  <i>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative</i>  <i>Gabby Poorman, SBS Representative</i>  <i>David Harrison, SBS Representative</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i>  <i>Glen Knowles, AHUM Representative</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Cindy Hendrix, Tech Review</i>  <i>Vacant, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Vacant, Student Representative</i></p>
---	--

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	
II. Minutes 12/01/2022	<i>All</i>	
III. Informational Item - Meeting schedule: 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	<i>Scott Lee</i>	
IV. Discussion - Adding a Second Faculty Co-Chair - Forming a Committee Size Workgroup - Changing Course/Program Approval Process - Certificate of Proficiency - only programs with less than 9 units	<i>Scott Lee</i>	
V. Reports - Credit by Exam		
VI. Action - Determine Meeting Modality for Semester	<i>Scott Lee</i>	



## Academic Policies & Procedures

<p><b><i>New Course Developments</i></b>  MATH 103 Math for Technical Fields - changed from  MATH 100 (previously approved 11/10/22)  MKTG 132 Social Media Marketing - changed from  MKTG 131 (previously approved 11/10/22)</p> <p><b><i>Program Revisions</i></b>  Arts and Humanities Option III  Blueprints &amp; Structures LCert  Commercial Photography AA  Commercial Photography Cert  Engine and Drivetrain Associate of Science  Engine and Drivetrain Certificate  Geography AA-T  Psychology AA-T  Real Estate AS  Yoga Instructor LCert</p>	<p>Scott Lee</p>	
<p>VI. Closing Comments</p>	<p><i>Scott Lee</i></p>	
<p><b>NEXT MEETING DATE: February 9, 2023</b></p>		



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>	<b>Thursday, December 1, 2022</b> 3:00 pm – 5:30 pm via <a href="#">Zoom</a>
-------------------------	---

**Type of Meeting:** *Regular*  
**Note Taker:** *Debbie Lindsey*  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer* Proxy Audrey Moore</i>  <i>Tim Atkerson, AKIN Representative*</i>  <i>Travis Lee, CTE Representative*</i>  <i>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative*</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative</i>  <i>Gabby Poorman, SBS Representative</i>  <i>David Harrison, SBS Representative*</i></p> <p><i>Guests: Kim Barker, Tim Meyer, Cole Wolf</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i>  <i>Glen Knowles, AHUM Representative</i>  <i>*Van Rider, Library Rep, Librarian</i>  <i>*Luis Echeverria, Student Services, Counseling/Proxy Mike Rios</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>*LaDonna Trimble, Administrative Position/Proxy - Rashita Brown-Elize</i>  <i>Cindy Hendrix, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Vacant, Student Representative</i></p>
--	--

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	<p>The meeting was called to order at 3:00pm. Permission to record the meeting was granted. Scott thanked everyone for all their work. He said he was very thankful to the Curriculum Specialists. They are making things run much smoother by reviewing everything before the meeting.</p> <p>We are down by one person in Tech Review. It would be good to have another person and he is looking for volunteers.</p> <p>Cindy Hendrix might be interested in moving from Outcomes to Tech Review and may have a replacement for Outcomes.</p> <p>There will be changes in how AP&amp;P runs, looking at the structure and organization. Disciplines will have times in which they will be reviewed and the Tech Review group will do more things. There will be a full conversation on this in Spring.</p> <p>Howard Davis, brought up AB928 (Cal-GETC Pathway). He didn't get into the details of the structure because they are still being worked out. If we have AD-T's, we shouldn't have local</p>



## Academic Policies & Procedures

		degrees in that same area. Please take this back to your disciplines to get feedback.
II. Minutes 11/10/2022	All	Motion to approve: Minutes for 11/10/22 Motion second Motion approved Abstained: Audrey Moore
III. Informational Item - Meeting schedule: 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	Scott Lee	
IV. Discussion - Spring Opening Day	Scott Lee	Dr. Lee is looking for volunteers to present on eLumen at training workshops. Wendy Stout and Gabrielle Poorman volunteered.
V. Reports		
VI. Action	Scott Lee	
<p><b>New Course Developments</b>  MATH 031 Support Course for MATH 131 - changed from MATH 030S (previously approved 10/27/22)  MATH 131 College Algebra for STEM - changed from MATH 130 (previously approved 10/27/22)  WELD 142 Aerospace Welding Processes - changed from WELD 140 (previously approved 10/27/22)  INT 210 Ethics, Decision-Making, &amp; Professionalism for Interpreters</p> <p><b>Substantial Course Revisions</b>  AJ 199 Occupational work Experience  AUTO 211 Automotive Engine Operation and Repair  AUTO 220 Automatic Transmissions and Transaxles  AUTO 230 Manual Transmissions, Transaxles, and Drivelines  AUTO 260 Automotive Electrical Systems  CFE 103 The Child in Family and community Relations  CFE 105 Introduction to Curriculum-Discovery Based Education for Children  CFE 116 Diversity in Early Childhood Education  CFE 201 Child Development Practicum- Observation and Assessment  CFE 202 Child Development Practicum- Emergent Leadership  DFST 102 American Sign Language II  DFST 108 Visual, Gestural &amp; Non-Manual Aspects of American Sign Language</p>	Scott Lee	<p><b>New Course Developments</b>  Motion to approve:  MATH 031  Motion second  Comment: This was changed from 030 originally, then 030S, now 031.  Motion approved</p> <p>Motion to approve:  MATH 131  Motion second  Comment: name change from 130 to 131  Motion approved</p> <p>Motion to approve:  WELD 142  Motion second  Comment: 140 was taken so it was changed to 142.  Motion approved</p> <p>Motion to approve:  INT 210  Motion second  Motion approved</p> <p><b>Substantial Course Revisions</b>  Motion to approve:</p>



## Academic Policies & Procedures

<p>DM 127 Web Design and Production I FTV 121 Beginning Motion Picture Production FTV 241 Beginning Audio Production MUS 166 Orchestra A MUS 167 Orchestra B</p>		<p>AJ 199 Motion second</p>
<p><b>Non-substantial Course Revisions</b> AFAB 215 Advanced Aircraft Sheetmetal &amp; Composite Structures AM 105 Introduction to 2D CAD GEOG 222 Cartography for Geographic Information Systems (GIS) IMTA 110 Industrial Manufacturing Technician Apprentice 1 IMTA 112 Mathematics for the Machine Trades IMTA 210 Industrial Manufacturing Technician Apprentice 2 IMTA 212 Communications for Apprentices [420-712] IMTA 255 Transition to Trainer: Your role as a Journey Worker [455-455] NS 099 Preparing for Success in Nursing NS 101A Fundamentals of Nursing Science PHOT 107 History of Photography PHTC 101 Beginning Black and White Photography PHTC 125 Beginning Digital Photography PHTC 203 Foundations of Cameras &amp; Composition PHTC 205 Documentary and Photojournalism PHTC 215 Photography Studio Practices PHTC 298 Special Studies in Photography WDTO 101 Applied Water Treatment and Distribution Mathematics WDTO 115 Water Distribution I</p>		<p>Motion approved</p> <p>Motion to approve: AUTO 211 Motion second Motion approved</p> <p>Motion to approve: AUTO 220 Comment: Robyn said that the outline was in the assignment section. It was removed with permission from Rosario. Motion second Motion approved</p> <p>Motion to approve: AUTO 230 Motion second Motion approved</p> <p>Motion to approve: AUTO 260 Motion second Motion approved</p> <p>Motion to approve: CFE 103 Comment: Robyn said that the C-ID designation was not completed. It was updated with Kim Barker's permission. Motion second Motion approved</p>
<p><b>New Program Developments</b> Aerospace Welding Communication Studies AA-T 2.0 Digital Marketing Digital Photographic Imaging Digital Printing Human Services Programming Fundamentals</p>		<p>Motion to approve: CFE 105 Motion second Motion approved</p>
<p><b>Program Revisions</b> All Automotive Systems AS All Automotive Systems Certificate Automotive Collision Repair and Refinishing Specialist AS</p>		<p>Motion to approve: CFE 116 Comment: Robyn said that the- C-ID designation was not filled out. It was updated with Kim Barker's permission. Motion second</p>



## Academic Policies & Procedures

<p>Automotive Collision Repair and Refinishing Specialist Cert          Biology AS-T          Computer Animation AA          Computer Animation Cert          Computer Engineering AS          Deaf Studies: American Sign Language AA          Deaf Studies: American Sign Language Cert          Deaf Studies: Interpreter Training AA          Deaf Studies: Interpreter Training Cert          Digital Photographic Imaging Cert          Digital Printing Cert          Electrical Engineering AS          Engine and Drivetrain Associate of Science          Engine and Drivetrain Certificate          Film, Television, and Electronic Media AS-T          Geography AA-T          Graphic Design AA          Graphic Design Cert          High Intermediate ESL Certificate          Instructional Aide AA          Instructional Aide Cert          Interactive Media-Web Design AA          Interactive Media-Web Design Cert          Math and Science - Option I          Medical Assistant AS          Medical Assistant Cert          Music AA-T          Philosophy AA-T          Physics AS-T          Political Science AA-T          Radiologic Technology AS          Respiratory Care/Therapy AS          Social and Behavioral Sciences- Option II          Sociology AA-T          Video Design &amp; Production Cert.          Yoga Instructor LCert</p>		<p>Motion approved</p> <p>Motion to approve:          CFE 201          Comment: Robyn said that the <i>No Grade</i> option was selected. Updates were made per Kim Barker and Stephanie Peoples.          Motion second          Motion approved</p> <p>Motion to approve:          CFE 202          Motion second          Motion approved</p> <p>Motion to approve:          DFST 102          Motion second          Motion approved</p> <p>Motion to approve:          DFST 108          Motion second          Motion approved</p> <p>Motion to approve:          DM 127          Motion second          Motion approved</p> <p>Motion to approve:          FTV 121          Motion second          Motion approved</p> <p>Motion to approve:          FTV 241          Motion second          Motion approved</p> <p>Motion to approve:          MUS 166          Comment: Robyn said that the <i>Limitation of Enrollment</i> language in the requisite tab didn't match the catalog description. This was updated with David Newby's permission.          Motion second</p>
---	--	---



## Academic Policies & Procedures

		<p>Motion approved</p> <p>Motion to approve: MUS 167 Motion second Motion approved</p> <p><b><i>Non-substantial Course Revisions</i></b></p> <p>Motion to approve: AFAB 215 AM 105 GEOG 222 IMTA 110 IMTA 112 IMTA 210 IMTA 212 IMTA 255 NS 099 NS 101A PHOT 107 PHTC 101 PHTC 125 PHTC 203 PHTC 205 PHTC 215 PHTC 298 WDTO 101 WDTO 115 Motion second Motion approved</p> <p><b><i>New Program Developments</i></b></p> <p>Motion to approve: Aerospace Welding Motion second Motion approved</p> <p>Motion to approve: Communication Studies AA-T 2.0 Motion second Motion approved</p> <p>Motion to approve: Digital Marketing Motion second Motion approved</p>
--	--	---



## Academic Policies & Procedures

	<p>Motion to approve: Digital Photographic Imaging Cert Comment: Robyn said that the credit range was missing and was updated. WE 199 was added to the program electives. Motion second Motion approved</p> <p>Motion to approve: Digital Printing Comment: Robyn said that the credit range was missing and updated. Motion second Motion approved</p> <p>Motion to approve: Human Services Comment: Robyn said that this started as an AD-T but changed to AA. This is no longer a transfer degree-removed statement regarding transferability, BIOL 101 with ANTH 101L, was changed to BIOL 101L with Duane Rumsey's permission. Verified Top Code. It is not a CTE program. Motion second Motion approved</p> <p>Motion to approve: Programming Fundamentals Motion second Motion approved</p> <p><b>Program Revisions</b> Motion to approve: All Automotive Systems AS Comment: Robyn said that the credit range was corrected and Regional Consortia Minutes were uploaded with Rosario's permission. Motion approved</p> <p>Motion to approve: All Automotive Systems Certificate Comment: Robyn said that the Regional Consortia Minutes were missing. They were uploaded with permission from Rosario. Motion second Motion approved</p>
--	---





## Academic Policies & Procedures

		<p>Motion to approve: Automotive Collision Repair and Refinishing Specialist AS Comment: Robyn said that ABDY 215 was missing from the day sequence, required courses were missing on night sequence, and were updated with Tim Strum's permission. Motion second Motion approved</p> <p>Motion to approve: Automotive Collision Repair and Refinishing Specialist Cert Comment: Robyn said that there was an extra course in Term 3 (night sequence) and the Learning Outcomes were blank. Updated with Tim Strum's permission. Motion second Motion approved</p> <p>Motion to approve: Biology AS-T Comment: Robyn - TMC was missing and uploaded. Motion second Motion approved</p> <p>Motion to approve: Computer Animation AA Motion second Motion approved</p> <p>Motion to approve: Computer Animation Cert Motion second Motion approved</p> <p>Motion to approve: Computer Engineering AS Motion second Motion approved</p> <p>Motion to approve: Deaf Studies: American Sign Language AA Motion second Motion approved</p>
--	--	--



## Academic Policies & Procedures

		<p>Motion to approve: Deaf Studies: American Sign Language Cert Comment: missing goals and objectives, which was updated with Cole Wolf's permission. Motion second Motion approved</p> <p>Deaf Studies: Interpreter Training AA Motion second Comment: Masterplan was blank. It was updated with Cole's permission. Motion approved</p> <p>Motion to approve: Deaf Studies: Interpreter Training Cert Motion second Comment: Robyn said that the DFST 204 was moved with Cole's permission. Motion approved</p> <p>Motion to approve: Digital Photographic Imaging Cert Comment: Robyn said that the AA &amp; Cert. PLO's didn't match in program goals. This is not an issue. The Plan of Study didn't match the AA either. DM 101 and DM 113 second semester and 213 is third semester. Gabby Poorman recommended moving it to the second and third Semester. Kathryn Mitchell approved. Motion second Motion approved</p> <p>Motion to approve: Digital Printing Cert Comment: Robyn added Advisory Minutes. Motion second Motion approved</p> <p>Motion to approve: Electrical Engineering AS Motion second Motion approved</p> <p>Motion to approve: Engine and Drivetrain Associate of Science</p>
--	--	---



## Academic Policies & Procedures

	<p>Comment: Program Narrative is incomplete. It's missing the Master Plan, LMI, Advisory Minutes, and if needed, Regional Consortia Minutes. Motion second <b>This is going to be discontinued Spring</b></p> <p>Motion to approve: Engine and Drivetrain Certificate Comment: Program Narrative is incomplete. It is missing the Master Plan, how it fits in college and Regional Consortia Minutes. Motion second <b>This is going to be discontinued in Spring</b></p> <p>Motion to approve: Film, Television, and Electronic Media AS-T Comment: There are two courses in the Course Blocks that are not in the TMC template; FTV 251 and FTV 261. These courses have been removed from the course blocks. Motion second Motion approved</p> <p>Motion to approve: Geography AA-T Comment: Missing completed TMC template. Motion second <b>Motion tabled</b></p> <p>Motion to approve: Graphic Design AA Comment: Updated Advisory Minutes were provided and uploaded with Paul Taglianetti's permission. Motion second Motion approved</p> <p>Motion to approve: Graphic Design Cert Comment: Updated Advisory Minutes were provided and uploaded with Paul Taglianetti's permission. Motion second Motion approved</p> <p>Motion to approve: High Intermediate ESL Certificate</p>
--	---



## Academic Policies & Procedures

	<p>Motion second Motion approved</p> <p>Motion to approve: Instructional Aide AA Comment: Changes were made in the Plan of Study per counselor's recommendation to change Term 2 Program Elective CFE 101 to "Choose Any." Changes were made with Gabby Poorman's permission. Kim Barker will add updated Advisory Minutes. <b>Motion approved pending receipt of Advisory Minutes</b> <i>Advisory Minutes were updated on 12/2/22</i></p> <p>Motion to approve: Instructional Aide Cert Comment: Plan of Study was missing a Program Elective. It was asking students to complete both PSY 235 and CFE 103. PSY 235 was removed. Corrections were made by Gabby Poorman. Advisory Minutes were from 2019. Motion second <b>Motion approved pending receipt of updated Advisory Minutes</b> <i>Advisory Minutes were updated on 12/2/22</i></p> <p>Interactive Media-Web Design AA Comment: LMI and Advisory Minutes were uploaded from the Certificate, with Gabby Poorman's permission. Motion second Motion approved</p> <p>Motion to approve: Interactive Media-Web Design Cert Motion second Motion approved</p> <p>Motion to approve: Math and Science - Option I Comment: Removed honors courses: MATH 115H, MATH 150H ANTH 101H, ASTR 101H, CHEM 110H &amp; GEOL 101H from the Course block, with James Dorn's permission. Motion second Motion approved</p>
--	--



## Academic Policies & Procedures

		<p>Motion to approve: Medical Assistant AS Comment: Credit range was 63. Per counseling, the range was changed to 60 with Wendy Stout's permission. Robyn confirmed there are no Advisory Committee Minutes, per Wendy Stout who said there is no Advisory Committee. Motion second Motion approved</p> <p>Motion to approve: Medical Assistant Cert Comment: Robyn confirmed that there are no Advisory Committee Minutes, per Wendy Stout, who said there is no Advisory Committee. Motion second Motion approved</p> <p>Motion to approve: Music AA-T Comment: TMC was uploaded and minor corrections were made to the Plan of Study with Gary Heaton-Smith's permission. Motion second Motion approved</p> <p>Motion to approve: Philosophy AA-T Comment: TMC template was uploaded. Motion second Motion approved</p> <p>Motion to approve: Physics AS-T Motion second Motion approved</p> <p>Motion to approve: Political Science AA-T Comment: TMC was added and minor changes were made to course blocks and Plan of Study, with permission from Dr. Eaton, John Vento and Gabby Poorman. Motion second Motion approved</p>
--	--	---



## Academic Policies & Procedures

		<p>Motion to approve: Radiologic Technology AS Comment: Corrected the number of units. This was from a previous meeting. Motion second Motion approved</p> <p>Respiratory Care/Therapy AS Motion second Comment: An extra course was removed. This was from a previous meeting. Motion approved</p> <p>Motion to approve: Social and Behavioral Sciences- Option II Motion second Motion approved</p> <p>Motion to approve: Sociology AA-T Comment: TMC template was added. Motion second Motion approved</p> <p>Motion to approve: Video Design &amp; Production Cert. Motion second Motion approved</p> <p>Motion to approve: Yoga Instructor LCert Comment: Award type said AA Degree for Transfer. This was corrected with Glenn Haller's permission. No LMI or Advisory Minutes were available to attach. Motion second <b>Motion approved pending LMI and Advisory Minutes by noon on Monday, 12/5/22.</b> <i>LMI and Advisory Minutes were added on 12/2/22</i></p>
VI. Closing Comments	<i>Scott Lee</i>	Scott thanked everyone for their hard work and wished everyone Happy Holidays. The January meeting will be online and there will be a



*Academic Policies  
& Procedures*

		<p>discussion about where the meeting will take place moving forward.</p> <p>Cynthia Littlefield said that Lisa Karlstein was concerned about her degrees in Photography programs. They were sent back to the faculty stage. Cynthia said she took notes during the meeting and would fill her in.</p>
<b>NEXT MEETING DATE: January 26, 2023</b>		



Office of the Dean of Enrollment Services  
**PETITION FOR CREDIT BY EXAMINATION**  
**INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

-OVER-





Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

**PETITION FOR CREDIT BY EXAMINATION  
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course(s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

ABDY 112 Basic Auto Body Repair	BUS 101 Introduction to Business
ABDY 122 Basic Automotive Refinishing	BUS 105 Business Mathematics
ACCT 111 Bookkeeping	BUS 111 Business English
ACCT 113 Bookkeeping II	
ACCT 115 Payroll Bookkeeping	CA 103 Intro to Computers and Digital Technology
ACCT 121 Microcomputer Accounting	CA 111 Word Processing – Microsoft Word
ACCT 131 Introduction to Income Tax	CA 171 Introduction to Networking
	CA 175 Administering Windows Server
ACRV 112 Basic Refrigeration Systems	CA 176 Windows Server Networking
ACRV 113 Basic Refrigeration Controls	
ACRV 122 Residential Air Conditioning Systems	CHIN 101 Elementary Chinese I
ACRV 123 Residential Air Conditioning Controls	CHIN 102 Elementary Chinese 2
AFAB 110 Intro Struct Blueprint Manufact. Doc	DFST 101 American Sign Language I
AFAB 130 Aerospace Ethics and Issues	DFST 102 American Sign Language II
AFAB 210 Aircraft Production Systems	
AGRI 102 Plant Pest Control	DM 101 Digital Media Arts
AGRI 104 Nursery Practices	DM 103 Graphic Design I
AGRI 110 Basic Landscape Design	DM 113 Photoshop I
AGRI 112 Plant and Landscape Maintenance	DM 115 Graphic Communication I
AGRI 132 Turf and Landscape Maintenance	
AGRI 134 Plant Identification I	ELEC 110 Fundamentals of Electricity
AGRI 153 Landscape Const. – Concrete & Masonry	ELEC 115 Electrical Codes and Ordinances
AGRI 155 Landscape Const. – Wood and Lighting	ELEC 130 Alternating Current Theory
AGRI 210 Advanced Landscape Design	
AGRI 212 Interior Plantscape	ELTE 110 Electronics Mathematics
AGRI 220 Landscape Irrigation	ELTE 125 Direct Current & Alt Current Principles
AGRI 230 Soils and Plant Nutrition	ELTE 130 Digital Circuit Analysis
AGRI 234 Plant Identification II	
AGRI 250 Landscape Management	FREN 101 Elementary French 1
	FREN 102 Elementary French 2
AJ 101 Introduction to Administration of Justice	FTEC 111 Fire Protection Organization
AJ 102 Criminal Law	FTEC 112 Fire Prevention Technology
AJ 103 Criminal Evidence	FTEC 113 Fire Protection Equipment and Systems
AJ 104 Introduction to Corrections	FTEC 114 Building Construction for Fire Protection
AJ 204 Juvenile Procedures	FTEC 115 Fire Behavior and Combustion
ASTR 101 Astronomy	
ATH 100 Introduction to Athletic Training	



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

GEOG 101 Physical Geography: Earth's Surface Landscapes

GEOL 101 Physical Geology

GER 101 Elementary German 1

GER 102 Elementary German 2

HE 101 Health Education

LATN 101 Elementary Latin 1

LATN 102 Elementary Latin 2

MATH 102 Intermediate Algebra

MATH 115 Statistics

MATH 120 Math for Teachers

MATH 124 Finite Math

MATH 128 College Algebra for Liberal Arts

MATH 135 Plane Trigonometry

MATH 140 Precalculus

MATH 148 Calculus for Business and Economics

MATH 150 Calculus and Analytic Geometry

MATH 160 Calculus and Analytic Geometry

MATH 220 Linear Algebra

MATH 230 Intro to Ordinary Differential Equations

MATH 250 Calculus and Analytic Geometry

MGT 101 Management Principles

MGT 105 Elements of Supervision

MGT 115 Human Behavior in Organizations

MGT 121 Human Resources Management

MKTG 101 Principles of Marketing

MKTG 112 Introduction to Advertising

MKTG 121 Salesmanship

MOA 101 Beginning Medical Terminology

MOA 102 Advanced Medical Terminology

MUS 111 Fundamentals of Music

MUS 131 Keyboard Skills I

MUS 132 Keyboard Skills II

MUS 151 Music Theory II

MUS 153A Musicianship I

MUS 153B Musicianship II

MUS 231 Piano III

MUS 251A Music Theory III

MUS 251B Music Theory IV

MUS 253A Musicianship III

MUS 253B Musicianship IV

MUS 291 Applied Music

MUS 292 Applied Music Performance

MUSC 112 Commercial Music Theory

MUSC 113 Popular Song Writing

MUSC 133 Studio Music Production I

MUSC 134 Studio Music Production II

MUSC 143A Live Sound I

MUSC 143B Live Sound II

MUSC 233 Studio Music Production III

NS 101A Fundamentals of Nursing Science

NS 102A Maternal and Newborn Nursing

NS 103A Medical Surgical Nursing I

NS 200A Nursing Transition

NS 201A Psychiatric-Mental Health Nursing

NS 202A Medical Surgical Nursing II

NS 203A Pediatric Nursing

NS 204A Medical Surgical Nursing III

NS 205A Transition to Professional Nursing

OT 101 Beginning Computer Keyboarding

OT 102 Intermediate Computer Keyboarding

OT 103 Advanced Computer Keyboarding

OT 121 Spreadsheets for the Office

OT 152 Beginning Medical Insurance

RE 111 Real Estate Finance

RE 121 Legal Aspects of Real Estate

RE 141 Escrow Principles

RE 161 Property Management



Office of Academic Affairs  
**CREDIT BY EXAMINATION COURSE LIST**

SPAN 101 Elementary Spanish 1

SPAN 102 Elementary Spanish 2

VN 109 Fundamentals of Patient care for  
Vocational Nurses

VN 110 Self-Care: Fundamentals and  
Pharmacology

VN 111 Nursing to Promote Self-Care Agency in the  
Child Bearing Family and Pediatric Patient

VN 112 Nursing to Promote Self-Care Agency in the  
Adult

VN 113 Nursing Leadership to Promote Self-Care  
Agency in the Adult