

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

| | | |
|-----------------------|---------------------|-----------------------------|
| Beverly Beyer | Lisa Karlstein | LaDonna Trimble |
| Nancy Cholvin | Scott Lee | Les Uhazy |
| Maria Clinton | Cynthia Littlefield | Darcy Wiewall |
| De'Nean Coleman-Carew | Sharon Lowry | Sara Rothenberg, ASO voting |
| Maggie Drake | Rick Motawakel | TBD, ASO non-voting |
| Lee Grishman | David Newman | |
| Linda Harmon | Duane Rumsey | |

Technical Review Committee – Linda Harmon and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: March 21, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 24, 2011, BE 323 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 10
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

- a. CurricUNET Across Campus

3. APPROVAL OF MINUTES

- a. February 24, 2011

4. INFORMATIONAL ITEMS

- a. Technical Review Committee Member
- b. AP&P 2011-2014 Replacement Term:
 - i. Business, Computers & Economics - Mrs. Beverly Beyer, proxy Steve Sodegren for Fall 2011
 - ii. Language Arts – Jeffrey Ahmad
 - iii. Science -
 - iv. Technical Education - Mr. Tom Hutchison

5. REPORT ITEMS

- a. Upper Division Units – (Maximum number of units allowed)
- b. International Baccalaureate (IB) and College Level Examination Program (CLEP)
- c. Attendance Policy for Distance Education Courses

6. DISCUSSION ITEMS

- a. Mission Statement Review

7. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions

- a. ACRV 112 – Basic Refrigeration Systems 5 units, 10 hours weekly
- b. ACRV 113 – Basic Refrigeration Controls 5 units, 10 hours weekly
- c. ACRV 115 – Basic Refrigeration Systems and Controls 10 units, 20 hours weekly
- d. ACRV 122 – Residential Air Conditioning Systems 5 units, 10 hours weekly
- e. ACRV 123 – Residential Air Conditioning Controls 5 units, 10 hours weekly
- f. ACRV 125 – Residential Air Conditioning Systems and Controls 10 units, 20 hours weekly
- g. ACRV 212 – Commercial Refrigeration Systems 5 units, 10 hours weekly
- h. ACRV 213 – Commercial Refrigeration Controls 5 units, 10 hours weekly
- i. ACRV 222 – Commercial Air Conditioning Controls 5 units, 10 hours weekly
- j. ACRV 223 – Commercial Air Conditioning Systems 5 units, 10 hours weekly

| | | |
|-----|---|--|
| k. | AUTO 100 – Basic Automotive | 2 units, 2 hours weekly |
| l. | AUTO 101 – Basic Automotive Practicum | 1 units, 3 hours weekly |
| m. | AUTO 110 – Automotive Engines | 10 units, 20 hours weekly |
| n. | AUTO 111 – Automotive Engine Rebuilding (Lower End) | 4 units, 8 hours weekly |
| o. | AUTO 112 – Automotive Engine Rebuilding (Upper End) | 4 units, 8 hours weekly |
| p. | CCA – BIOL 204, 204L – General Microbiology | 5 units, 3 lec/6 lab hours weekly |
| q. | CCA – GEOG 101 – Physical Geography: Earth's Surface Landscapes | 3 units, 3 hours weekly |
| r. | CCA – GEOG 205 – Introduction to Geographic Information Systems | 3 units, 3 hours weekly |
| s. | CCA – HD 198 – Human Development Seminar | 0-3 units, 0-27 total hours |
| t. | CCA – HD 198A – Assertiveness Training | 1.5 units, 27 hours weekly |
| u. | MATH 050 – Arithmetic | 3 units, 3 hours weekly |
| v. | MGT 101 – Management Principles | 3 units, 3 hours weekly |
| w. | MUS 255A – Beginning Keyboard | 2 units, 3 hours weekly |
| x. | CCA – PE 111 – Advanced Tennis Techniques | 1 units, 3 hours weekly |
| y. | CCA – PE 115 Advanced Basketball Techniques | 1 units, 3 hours weekly |
| z. | PE 205 – Intercollegiate Men's Basketball | 1 unit fall/spring, 115 fall / 60 spring hours total |
| aa. | PE 225 – Intercollegiate Women's Tennis | 2 units, 10 hours weekly |
| bb. | CCA – PHOT 107 – History of Photography | 3 units, 3 hours weekly |
| cc. | CCA – PHOT 250 – Advanced Color Photography | 3 units, 6 hours weekly |
| dd. | CCA – PHTC 201 – Advanced Black and White Photo | 3 units, 4 hours weekly |
| ee. | CCA – PHYS 101 – Introductory Physics | 4 units, 3 lec/3 lab hours weekly |
| ff. | CCA – PHYS 102 – Introductory Physics | 4 units, 3 lec/3 lab hours weekly |
| gg. | CCA – PHYS 110 – General Physics | 5 units, 4 lec/3 lab hours weekly |
| hh. | CCA – PHYS 120 – General Physics | 5 units, 4 lec/3 lab hours weekly |

8. ACTION ITEMS – Second Reading – Course Revisions

- a. Hybrid - BIOL 101, 101L – General Biology 4 units, 6 hours weekly
 - Non Substantial Course revision approved 2/10/11
 - First reading on 2/24/11 committee requested the faculty to revise number 3 of the hybrid to better address accessibility using HIST 108 Online Only as a guide.

9. DISCUSSION ITEMS – Attached Memos

- a. Request to add MUS 291 to the Credit by Examination list
- b. Degree/Certificate Change Request for Clothing and Textiles-Fashion Design
- c. Degree/Certificate Change Request for Computer Applications, Computer Networking, and Computer Networking Multi-Platform
- d. Degree/Certificate Change Request for Family and Consumer Education

10. ACTION ITEMS – First Reading – Course Revisions

- a. CCA – COMM 101 – Introduction to Public Speaking 3 units, 3 hours weekly
- b. CCA – COMM 103 – Process of Communication 3 units, 3 hours weekly
- c. CCA – COMM 112 – Oral Interpretation 3 units, 3 hours weekly
- d. CCA – COMM 219 – *Introduction to Intercultural Communication 3 units, 3 hours weekly
 - Title and Requisite Change
- e. CCA – ID 120 – Designing Residential Interiors 3 units, 4 hours weekly
 - Prerequisite added
- f. PE 265 – Intercollegiate Women's Volleyball 2 units, 10 hours weekly
 - Change grading method to Grade or Pass/No Pass Option; Increase Max Enroll to 36 from 25
 - Course revisions approved 2/10/11
- g. CCA – BIOL 104 – Environmental Biology 3 units, 3 hours weekly
- h. Hybrid – BIOL 204, 204L – General Microbiology 5 units, 3 lec/6 lab hours weekly
- i. Hybrid – MATH 050 – Arithmetic 3 units, 3 hours weekly
- j. CCA – MATH 150 – Calculus and Analytic Geometry 5 units, 5 hours weekly
- k. Hybrid – GEOG 101 – Physical Geography: Earth's Surface Landscapes 3 units, 3 hours weekly
- l. CCA – GER 201 – Intermediate German I 3 units, 3 hours weekly
- m. CCA – CA 103 – Introduction to Microcomputers 3 units, 4 hours weekly
- n. Online – CA 103 – Introduction to Microcomputers 3 units, 4 hours weekly
- o. Online – MGT 101 – Management Principles 3 units, 3 hours weekly

11. ACTION ITEMS – Request to Increase Material Fee

- a. NS 111 – \$24.00 change to \$26.40
- b. NS 121 – \$24.00 change to \$26.40

- c. NS 122 – \$24.00 change to \$26.40
- d. NS 200 – \$48.00 change to \$52.80
- e. NS 231 – \$24.00 change to \$26.40
- f. NS 232 – \$24.00 change to \$26.40
- g. NS 241 – \$41.00 change to \$45.10

12. ACTION ITEMS – Corporate and Community Services

- a. Administrative Assistant Applications – online (ed2go)
- b. Creating a Successful Business Plan – online (ed2go)
- c. Going Green at the Workplace – online (ed2go)
- d. Introduction to Stock Options – online (ed2go)
- e. Keys to Successful Money Management – online (ed2go)
- f. Secrets of the Caterer – online (ed2go)
- g. The Analysis and Valuation of Stocks – online (ed2go)

11. INFORMATIONAL ITEMS – Attached Obsolete Memos

- a. ACRV 100 – Refrigeration Basics
- b. ACRV 198 – Heating and Air Conditioning Seminar
- c. BIOL 205 – Introduction to Biotechnology
- d. CA 133 – Oracle PL/SQL Programming – CurricUNET Request
- e. WR 902 – Job Search Preparation
- f. WR 904 – Surviving the Job Probation Period
- g. WR 906 – Developing as a Professional: Promotability
- h. CT 115 – Speed Tailoring
- i. CT 120 – Introduction to Sergeants
- j. CT 225 – Clothing Construction Techniques for Wearable Art
- k. PSY 101 – Distance Education ITV format to be made obsolete
- l. NCR 910 – US Constitution Exam

12. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Business and Computer Studies

- ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee
- BUS 201 Business Law – Submitted*
- CA 103 Intro to Microcomputers – Submitted*
- CA 151 Microcomputer Operating System**
- CIS 175 Java Programming – Submitted*

Counseling

- HD 198 Human Development Seminars – Submitted*

Health Sciences / FACE

- CFE 113 Inc Classrooms Nutr Excep Child – Submitted*
- CFE 114 Music Movement Ed Young Child – Submitted*
- CFE 116 Justice, Equity & Inclusion in CFE**
- CFE 168 Foster Parent Med Fragile Child – Submitted*
- CFE 211 Health Safety for Young Child**
- CFE 212 School Age Programs – Submitted*
- EMT 101 Emergency Medical Tech I – Submitted*
- MOA 110 Beg Medical Office Assisting – Submitted*
- MOA 111 Adv Medical Office Assisting – Submitted*
- NS 111 Fundamentals of Nursing Science – Submitted*
- NS 121 Obstet, Neonatal & Women's Health Nsg – Submitted*
- NS 122 Medical/Surgical Nursing I – Submitted*
- NS 230 Professional Nursing III – Submitted*
- NS 231 Pediatric/Community Health Nursing – Submitted*
- NS 232 Psychiatric/Geriatric/Community Health Nsg – Submitted*
- NS 241 Medical/Surgical Nursing II – Submitted*
- RCP 102 Clinical Preparation for Respiratory Care – Submitted*
- RCP 103 Concepts in Respiratory Care – Submitted*
- RCP 104 Respiratory Care Pharmacology – Submitted*
- RCP 105 Fundamentals of Clinical Respiratory Care – Submitted*
- RCP 201 Neonatal and Pediatric Respiratory Care – Submitted*

RCP 202 Fundamentals of Intensive Respiratory Care – Submitted
RCP 203 Seminar & Practicum in Respiratory Care I – Submitted
RCP 204 Seminar & Practicum in Respiratory Care II – Submitted

Instructional Resources

LAC 100 Intro to Tutoring – Submitted
LAC 200 Advanced Tutoring– Submitted

Language Arts

COMM 101 Intro to Public Speaking – Submitted
COMM 103 Process of Communication – Submitted
COMM 105 Intro to Mass Communication – Submitted
COMM 107 Intro to Interpersonal Comm – Submitted
COMM 112 Oral Interpretation – Submitted
COMM 114 Art of Storytelling
COMM 116 Forensics – Submitted
COMM 214 Studies in Storytelling – Submitted
COMM 219 Intercultural Communication – Submitted
ENGL 104 The Research Paper – Submitted
ENGL 113 Creative Writing: Nonfiction – Submitted
ENGL 211 Advanced Fiction Writing – Submitted
GER 201 Intermediate German I – Submitted
JOUR 121 Beginning Journalism 8 – Submitted
JOUR 123 Newspaper Production – Submitted

Math and Engineering

MATH 050 Arithmetic 9 – Submitted
MATH 060 Prealgebra – Submitted
MATH 115 Statistics – Submitted
MATH 125 Math for Business & Economics – Submitted
MATH 130 College Algebra – Submitted
MATH 140 Precalculus – Submitted
MATH 150 Calculus & Analytic Geometry – Submitted
MATH 230 Intro Ordinary Diff Equations – Submitted
MATH 250 Calculus & Analytic Geometry – Submitted
ENGR 185 Digital Logic & Design

Science

BIOL 100 Elem Human Anatomy & Physiology – Submitted
BIOL 101 General Biology – Submitted
BIOL 104 Environmental Biology – Submitted
BIOL 110 General Molecular Cell Biology – Submitted
BIOL 205 Intro to Biotechnology – Obsolete Memo Rcvd
CHEM 101 Introductory Chemistry – Submitted
CHEM 102 Introductory Chem (Organic) – Submitted
CHEM 120 General Chemistry – Submitted
GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted
GEOG 101 Phys Geog: Earth's Surface Landscapes – Submitted
GEOG 105 Cultural Geography – Submitted
GEOG 201 Map Interpretation and GPS – Submitted
PHYS 101 Introductory Physics – Submitted
PHYS 102 Introductory Physics – Submitted
PHYS 110 General Physics – Submitted
PHYS 120 General Physics

Physical Education & Athletics

ATH 100 Intro to Athletic Training – Submitted
ATH 102L Practical Appl of Athletic Training I Lab – Submitted
ATH 102 Practical Appl of Athletic Training I – Submitted
ATH 103L Practical Appl of Athletic Training II Lab – Submitted
ATH 103 Practical Appl of Athletic Training II – Submitted
HE 101 Health Education – Submitted

HE 120 Stress Management – Submitted
PE 109 Hatha Yoga – Submitted
PE 111 Advanced Tennis Techniques – Submitted
PE 115 Advanced Basketball Techniques – Submitted
PE 118 Beginning Bowling – Submitted
PE 118 Intermediate Bowling – Submitted new number PE 119
PE 128 Beginning Golf
PE 128 Advanced Golf
PE 135 Physical Conditioning
PE 160 Beginning Tennis
PE 160 Intermediate Tennis
PE 160 Advanced Tennis
PE 193 Officiating Fall Sports
PE 194 Officiating Spring Sports
PE 195 Sports Appreciation – Submitted
PE 205 Intercollegiate Men's Basketball – Submitted
PE 210 Intercollegiate Women's Basketball – Submitted
PE 225 Intercollegiate Women's Tennis – Submitted
PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences

ED 140 Introduction to Education

ED 141 Intro to Special Education – Submitted
ED 145 Understand & Ed Learn Disabled – Submitted
HIST 101 Western Civ, Human Begin Until 1750 – Submitted
HIST 102 Western Civ, from 1750-Present – Submitted
HIST 109 Survey U.S. History – Submitted
HIST 112 Contemp U.S. History: Vietnam – Submitted
HIST 114 History of California – Submitted
PHIL 101 Fundamental Reasoning Skills – Submitted
PHIL 105 Ethics: Moral Issues in Soc – Submitted
PHIL 106 Intro to Philosophy – Submitted
PHIL 108 Philosophy of Religion – Submitted
PHIL 110 Introduction to Logic – Submitted
PHIL 201 Critical Thinking – Submitted
POLS 101 Amer Political Institutions – Submitted
POLS 201 Contemp Intntl Relations – Submitted
POLS 203 The Judicial Process – Submitted
SOC 112 American Social Issues – Submitted

Technical Education

ACRV 100 Refrigeration Basics – Submitted
ACRV 112 Basic Refrigeration Systems – Submitted
ACRV 113 Basic Refrigeration Controls – Submitted
ACRV 115 Basic Refrig Systems and Controls – Submitted
ACRV 122 Residential Air Conditioning Systems – Submitted
ACRV 123 Residential Air Conditioning Controls – Submitted
ACRV 125 Residential Air Cond Systems & Cntrl – Submitted
ACRV 212 Commercial Refrigeration Systems – Submitted
ACRV 213 Commercial Refrigeration Controls – Submitted
ACRV 222 Commercial Air Conditioning Controls – Submitted
ACRV 223 Commercial Air Conditioning Systems – Submitted
AJ 800 Peace Officer Intensive Basic Training – Submitted
CT 115 Speed Tailoring – Submitted

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic – Submitted
ART 102 History of Art: Renaissance to Modern – Submitted
ART 110 Drawing
ART 140 Watercolor
ART 210 Advanced Drawing
ART 222 L Computerized Life Drawing Lab

ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory – Submitted
MUS 160 Symphonic Band – Submitted
MUS 161 Instrumental Ensemble Wood – Submitted
MUS 162 Beginning Clarinet Choir – Submitted
MUS 163 Instrumental Ensemble Brass – Submitted
MUS 168 Intermediate Clarinet Choir – Submitted
MUS 170 Beginning Flute Choir – Submitted
MUS 171 Intermediate Flute Choir – Submitted
MUS 251A Intermediate Music Theory – Submitted
MUS 251B Advanced Music Theory – Submitted
MUS 255A Beginning Keyboard Harmony – Submitted
MUS 255B Advanced Keyboard Harmony – Submitted
MUS 260 Concert Band – Submitted
MUS 262 Advanced Clarinet Choir – Submitted
MUS 270 Advanced Flute Choir – Submitted
MUS 291 Applied Music – Submitted
MUS 292 Applied Music Performance – Submitted
PHOT 107 History of Photography – Submitted
PHOT 250 Color Photography – Submitted

13. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Business and Computer Studies

WR 902 Job Search Preparation – *Obsolete Memo Rcvd*
 WR 904 Surviving the Job Probation Period – *Obsolete Memo Rcvd*
 WR 906 Developing as a Professional: Promotability – *Obsolete Memo Rcvd*

Counseling

HD 198 Human Development Seminars

Instructional Resource

GED 906 Bas Use of Dict & Thes for GED

Math/Science and Engineering

BIOL 205 Intro to Biotechnology – *Obsolete Memo Rcvd 2/24/11*
 ENGR 185 Digital Logic & Design
 MATH 099 Individualized Self-Study Math

Physical Education & Athletics

PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences

NCR 910 U.S. Constitution Exam – *Obsolete Memo Rcvd*

Technical Education

ACRV 100 Refrigeration Basics – *Obsolete Memo Rcvd 2/22/10*
 ACRV 198 Heating and Air Conditioning Seminars – *Obsolete Memo Rcvd 2/22/10*
 AUTO 198 Automotive Seminars

Visual & Performing Arts

DM 103L Graphic Design I Lab
 DM 105L Interactive Media Lab
 DM 113L Photoshop I Lab
 DM 115L Graphic Communications I Lab
 DM 128L Web Des & Prod II Lab
 DM 133L Digital Printing I Lab
 DM 203L Graphic Design II Lab
 DM 205L Digital Illustration Lab
 DM 213L Photoshop II Lab
 DM 215L Graphic Communications II Lab
 DM 233L Digital Printing II Lab
 DM 246L Portfolio and Job Search Lab

FTV 155 Film Festival Analysis
FTV 215 Directing for Film & Video
FTV 251 Contemporary American Independent Film
PHOT 213L Life Photography Lab
PHTC 215L Photography Studio Practices Lab
THA 205 Advanced Acting Workshop

14.ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: February 24, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:07 p.m.

| <u>MEMBERS PRESENT</u> | | <u>MEMBERS ABSENT</u> |
|----------------------------|-------------------------------|--|
| Beverly Beyer, faculty | Cynthia Littlefield, Faculty | Mrs. Sharon Lowry, V. P. Academic Affairs |
| Nancy Cholvin, faculty | Rick Motawakel, Faculty | |
| Maria Clinton, Cochair | David Newman, Faculty | |
| De'Neen Coleman-Carew | Sarah Rothenberg, ASO Student | |
| Margaret Drake, Dean | Duane Rumsey, Faculty | |
| Lee Grishman, Articulation | LaDonna Trimble, Dean | |
| Linda Harmon, Faculty | Les Uhazy, Dean | |
| Lisa Karlstein, Faculty | Darcy Wiewall, Faculty | |
| Scott Lee, Faculty | | |
| <u>GUESTS PRESENT</u> | | |
| Tom Graves | Estiphan Panoussi | |
| Ron Halcrow | Melissa Ramiro | |
| Mark Hoffer | Ken Shafer | |

2010-2011
Academic Policies & Procedures Committee Meeting No. 9
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the February 24, 2011 AP&P Committee Meeting to order at 3:07 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:07 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton requested a motion to amend the agenda to include the items on the Agenda Addendum. A motion was made and seconded to approve amend the agenda to include the items on the Agenda Addendum. Ms. Maria Clinton also stated that the AP&P Committee is very flexible with faculty schedules and is happy to accommodate any faculty who cannot attend the meeting in the later hours. Motion carried.

3. APPROVAL OF MINUTES

- a. **November 18, 2010**
- b. **February 10, 2011**

Ms. Maria Clinton requested a motion to approve items 3a and 3b Approval of Minutes: November 18, 2010 and February 10, 2011. Ms. Clinton stated that the November 18, 2010 minutes were circulated and approved via email however to have proper documentation at our meeting she wished to also have them formally approved on our agenda/minutes. A motion was made and seconded to approve items 3a and 3b Approval of Minutes: November 18, 2010 and February 10, 2011. Motion carried.

4. INFORMATIONAL ITEMS

- a. **Proficiency Page training**

Ms. Maria Clinton stated that Mrs. Melissa Jauregui, Academic Affairs Technician, has been working with the developers at CurricUNET revise the Proficiency, Requisite and Content Review pages on the Course Checklist to better mirror our original paper process. Ms. Clinton continued to state that the page is now more user friendly for our faculty but also for our committee and asked Mrs. Jauregui to show the committee how the page now operates. Mrs. Jauregui brought up the Proficiency, Requisite and Content Review page in CurricUNET and explained that the three links have now been combined into one link on the Course Checklist and all language on the page came directly from our old paper Content Review form. The hope is that the page allows the faculty to move more smoothly through the requisite editing process and content review.

- b. **+/- Grades on Transcripts and Banner – LaDonna Trimble (Conversion Table)**

Ms. LaDonna Trimble directed the committee to the chart in the AP&P packet, which will be used to determine the appropriate grade for students who earn plus/minus grades on course work transferred to this college.

5. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions

- a. **ACRV 100 – Refrigeration Basics** **4 units, 4 hours weekly – CurricUNET**

- b. **CCA - BIOL 120 – General Organismal, Ecological, and Evolutionary Biol** 5 units, 7 hours weekly – CurricUNET
 - c. **CCA - GEOG 205 – Introduction to Geographic Information Systems** 3 units, 3 hours weekly – CurricUNET
 - d. **CCA - HIST 108 – U.S. History, 1877-Present** 3 units, 3 hours weekly – CurricUNET
 - e. **CCA - HIST 119 – History of Latin America and the Caribbean** 3 units, 3 hours weekly – CurricUNET
- Ms. Maria Clinton requested a motion to approve items 5a-e Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 5a-e. Motion carried. A second motion was made and seconded to approve the content for 5b-e. Motion carried.

6. ACTION ITEMS – Second Reading – Course Revisions

- a. **CA 221 – Computer Concepts and Applications in Business** 4 units, 5 hours weekly
- Course Description
 Ms. Maria Clinton requested a motion to approve the second reading of the course revisions made to CA 221 Computer Concepts and Applications in Business. She reminded the committee that it was requested of the faculty to revise the lengthy description that crossed over several discipline. The faculty has sense met with the other disciplines and feels that the language in the packet is appropriate for this course. A motion was made and seconded to approve the revisions made to CA 221 Computer Concepts and Applications in Business. Motion carried.
- b. **PSY 244 – Introduction to Counseling** 3 units, 3 hours weekly – CurricUNET
 - Add language to content regarding APA or remove objective
- c. **Online Only – HD 1980 – Orientation to College** 0.5 units, 9 hours total – CurricUNET
 - Rewrite number 1
- d. **Hybrid – HD 1980 – Orientation to College** 5 units, 9 hours total – CurricUNET
 - Rewrite number 1
- e. **CCA - ID 150 History of Design I** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory
- f. **CCA - ID 160 Material Selection for Interior Design** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory
- g. **CCA - ID 201 – History of Design II** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory
- h. **CCA - ID 230 Fundamentals of Lighting Design** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory
- i. **CCA - ID 250 - Professional Interior Design Business Practices** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory
- j. **CCA - CT 100 – Introduction to Fashion** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- k. **CCA - CT 102 – Textiles** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- l. **CCA - CT 105 – Principles of Sewing** 3 units, 2 hours lecture 3 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- m. **CCA - CT 110 – Fundamentals of Clothing Construction** 3.5 units, 3 hours lecture 2 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- n. **CCA - CT 114 – Principles of Clothing Selection** 3 units, 3 hours weekly – CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- o. **CCA - CT 200 – Tailoring Techniques- Alterations and Fit** 3.5 units, 3 hours lecture 2 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- p. **CCA - CT 212 – Intermediate Construction-Pants** 3.5 units, 3 hours lecture 2 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- q. **CCA - CT 241 – Advanced Construction-Fashion Sewing** 3.5 units, 3 hours lecture 2 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24
- r. **CCA - CT 243 – Draping for Fashion Design** 3.5 units, 3 hours lecture 2 hours lab CurricUNET
 - Check Advisory, add Pass/No Pass grading option, and set class max at 24

Ms. Maria Clinton requested a motion to approve items 6b-r which are second course readings. She stated that all changes requested by this committee have been made to the course by the faculty. A motion was made and seconded to approve items 6b-r. Motion carried. A second motion was made and seconded to approve the course content for 6e-r. Motion carried.

7. ACTION ITEMS – Consent Items – Course Revisions

- a. **TMC – Communication Studies**
 Ms. Maria Clinton stated that the Communication Studies Transfer Degree is in the packet for the committee’s review, however it will return to a later agenda for approval. Mr. Tom Graves was present to discuss the

development of this transfer degree, at which he stated that the faculty have worked very hard over the last two weeks developing the language and thoroughly reviewing the AVC course descriptions in comparison with the Chancellor's Office recommended language. They feel that the document in the packet mirrors the CSU and Chancellor approved TMC for Communication Studies. He also stated that he was awaiting review and comments from Dr. Lee Grishman, who stated that the comments and approval were sent prior to this meeting. Dr. Lee Grishman also requested that he be involved at an earlier stage in an effort to better facilitate the implementation of the final transfer model degrees. Mr. Graves asked Dr. Grishman if any additional information needed to be filled into the empty fields on the table. Dr. Grishman stated that the document is complete and no additional CSU or IGETC coding is needed. He continued to state that all C-ID coding was submitted last year and was approved. Mr. Tom Graves thanked Dr. Grishman for his review and stated that he had a meeting with a VP at CSUB to review and finalization of the language since our college directly feeds to that CSU. A lengthy discussion took place regarding which CSU we directly feed into at which Dr. Grishman stated that California State University, Northridge identified our college two years ago as their main feeder college. Mrs. Margaret Drake stated that the Chancellors Office was very clear in stating that our college is identified as California State University, Bakersfield's feeder Community College. Ms. Maria Clinton stated that while at SACC, Mrs. Sharon Lowry was told that we are to align with California State University, Bakersfield. She also requested that the AP&P Representatives take this material back to their divisions for review and revision suggestions. She asked that any revision suggestions be sent directly to Mr. Tom Graves and Mrs. Margaret Drake and CC Ms. Maria Clinton and Dr. Lee Grishman. This will return to the March 10, 2011 agenda for final review and approval.

8. ACTION ITEMS – First Reading – Course Revisions

- a. **CCA - ENGL 104 – The Research Paper** **1 unit, 17 hours total – CurricUNET**
- Title Change, Hours, and Advisory Change
 A motion was made and seconded to approve the course revisions made to ENGL 104 – The Research Paper. Mr. Mark Hoffer was present to discuss the changes made to the course. After a brief moment, the committee asked several questions regarding the ability to fill a class such as this when it is not a prerequisite or requirement to complete the course. Ms. Maria Clinton reminded the committee that we do not get involved with the scheduling of a course and merely are approve the course as revised. Motion carried. A second motion was made and seconded to approve the course content for ENGL 104 – The Research Paper. Motion carried.

- b. **ENGL 113 – Creative Writing: Nonfiction** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the course revisions made to ENGL 113 – Creative Writing: Nonfiction. Mr. Mark Hoffer was present to discuss the changes made to the course. After a brief moment, it was decided that no revisions were needed. Motion carried.

- c. **ENGL 211 – Advanced Fiction Writing** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the course revisions made to ENGL 211 – Advanced Fiction Writing. Mr. Mark Hoffer was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty link objective 5 to a method of evaluation and to remove the mention of in-class work from the homework section. The course was returned to Mr. Mark Hoffer electronically to make the revisions during the meeting. Motion carried as revised.

- d. **CCA - COMM 112 – Oral Interpretation** **3 units, 3 hours weekly – CurricUNET**
- e. **CCA - COMM 219 – *Introduction to Intercultural Communication** **3 units, 3 hours weekly – CurricUNET**
- Title and Requisite Change
 Ms. Maria Clinton requested a motion to table items 8d and 8e as requested by the faculty member. A motion was made and seconded to table items 8d and 8e. Motion carried.

- f. **Hybrid - BIOL 101, 101L – General Biology** **4 units, 6 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Hybrid - BIOL 101, 101L – General Biology. Mr. George Shahla was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty revise number 3 of the hybrid to better address accessibility using HIST 108 Online Only as a guide. Motion failed.

- g. **CCA - CT 222 – Pattern Making by Flat Pattern** **3.5 units, 3 hours lecture 2 hours lab CurricUNET**
- Number, and Advisory Changes
 A motion was made and seconded to approve the course revisions made to CT 222 – Pattern Making by Flat Pattern. Ms. Melissa Ramiro was present to discuss the changes made to the course and stated that the changes requested of the other CT courses were made to this course in preparation for the request. After a brief moment, it was decided that no revisions were needed. Motion carried. A second motion was made and seconded to approve the course content for CT 222 – Pattern Making by Flat Pattern. Motion carried.

- h. **Online Only - HIST 108 – U.S. History, 1877-Present** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Online Only - HIST 108 – U.S. History, 1877-Present. Mr. Ken Shafer was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty remove mention of this being the first time the course is being taught, which was done during the meeting by Mrs. Melissa Jauregui as requested by Ms. Maria Clinton and approved by Mr. Ken Shafer. Motion carried as revised.
- i. **Hybrid - HIST 108 – U.S. History, 1877-Present** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Hybrid - HIST 108 – U.S. History, 1877-Present. Mr. Ken Shafer was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty remove mention of this being the first time the course is being taught, which was done during the meeting by Mrs. Melissa Jauregui as requested by Ms. Maria Clinton and approved by Mr. Ken Shafer. Motion carried as revised.
- j. **ITV - HIST 108 – U.S. History, 1877-Present** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to ITV - HIST 108 – U.S. History, 1877-Present. Mr. Ken Shafer was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty remove mention of this being the first time the course is being taught, which was done during the meeting by Mrs. Melissa Jauregui as requested by Ms. Maria Clinton and approved by Mr. Ken Shafer. Motion carried as revised.
- k. **CCA - ECON 201 - Principles of Macroeconomics - Number and Requisite Changes** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the course revisions made to ECON 201 - Principles of Macroeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, Dr. Lee Grishman requested clarification on the number changes to both ECON 101 and ECON 102, at which point Mr. Halcrow stated that the number changes are requested to align our number with California State University, Bakersfield. Dr. Grishman stated that this may cause problems with the courses being articulated with IGETC and requested that the course number revert back. Mr. Halcrow approved keeping the current numbering system for ECON the same as stated in the current catalog. Motion carried with no change to the numbering. A second motion was made and seconded to approve the course content for ECON 101 – Principles of Macroeconomics. Motion carried.
- l. **Online Only - ECON 201 – Principles of Macroeconomics** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Online Only - ECON 201 – Principles of Macroeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty revise number 3 to better address accessibility. Motion failed.
- m. **Hybrid - ECON 201 – Principles of Macroeconomics** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Hybrid - ECON 201 – Principles of Macroeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty revise number 3 to better address accessibility. Motion failed.
- n. **CCA - ECON 202 - Principles of Microeconomics - Number and Requisite Changes** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the course revisions made to ECON 202 - Principles of Microeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, Dr. Lee Grishman requested clarification on the number changes to both ECON 101 and ECON 102, at which point Mr. Halcrow stated that the number changes are requested to align our number with California State University, Bakersfield. Dr. Grishman stated that this may cause problems with the courses being articulated with IGETC and requested that the course number revert back. Mr. Halcrow approved keeping the current numbering system for ECON the same as stated in the current catalog. Motion carried with no change to the numbering. A second motion was made and seconded to approve the course content for ECON 102 – Principles of Microeconomics. Motion carried.
- o. **Online Only - ECON 202 – Principles of Microeconomics** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Online Only - ECON 202 – Principles of Microeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty revise number 3 to better address accessibility. Motion failed.
- p. **Hybrid - ECON 202 – Principles of Microeconomics** **3 units, 3 hours weekly – CurricUNET**
 A motion was made and seconded to approve the distance education course revisions made to Hybrid - ECON 202 –

Principles of Microeconomics. Mr. Ronald Halcrow was present to discuss the changes made to the course. After a brief moment, it was requested that the faculty revise number 3 to better address accessibility. Motion failed.

9. ACTION ITEMS – New Course Reading

a. CCA - ECON 100 – Survey of Economics

3 units, 3 hours weekly – CurricUNET

A motion was made and seconded to approve ECON 100 – Survey of Economics as a new Antelope Valley College course. Mr. Ronald Halcrow was present to discuss the course. After a brief moment, Dr. Lee Grishman stated that the GE categories were correct and the committee decided no changes were needed. Motion carried. A second motion was made and seconded to approve the course content for ECON 100 – Survey of Economics. Motion carried.

b. NEW Hybrid - ECON 100 – Survey of Economics

3 units, 3 hours weekly – CurricUNET

A motion was made and seconded to approve the new hybrid distance education course ECON 100 Survey of Economics. Mr. Ronald Halcrow was present to discuss the new course. After a brief moment, it was decided that no revisions were needed. Motion carried.

10. ACTION ITEMS – Corporate and Community Services

a. Arabic, step 1 – Estiphan Panoussi

A motion was made and seconded to approve the new Corporate Community Service course offering of Arabic, step 1. Mr. Estiphan Panoussi was present to discuss the course offering. After a brief moment, it was requested that Corporate Community Service clarify the hours and number of class meetings. Motion carried as revised.

b. Italian, step 1 – Estiphan Panoussi

A motion was made and seconded to approve the new Corporate Community Service course offering of Italian, step 1. Mr. Estiphan Panoussi was present to discuss the course offering. After a brief moment, it was requested that Corporate Community Service clarify the hours and number of class meetings. Motion carried as revised.

c. Italian, step 2 – Estiphan Panoussi

A motion was made and seconded to approve the new Corporate Community Service course offering of Italian, step 2. Mr. Estiphan Panoussi was present to discuss the course offering. After a brief moment, it was requested that Corporate Community Service clarify the hours and number of class meetings. Motion carried as revised.

11. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Business and Computer Studies

ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee

ACCT 121 Microcomputer Accounting – Returned to Faculty 9/2/10; On agenda 9/20/10

BUS 201 Business Law – Submitted

CA 103 Intro to Microcomputers – Submitted

CA 121 Microcomputer Spreadsheets – Returned to Faculty 9/2/10; On agenda 9/20/10

CA 151 Microcomputer Operating System

CA 221 Computer Concepts & Appl Bus – Returned to Faculty 9/2/10; On agenda 9/20/10

CIS 175 Java Programming

Counseling

HD 198 Human Development Seminars – Submitted

Health Sciences / FACE

CFE 113 Inc Classrooms Nutr Excep Child – Submitted

CFE 114 Music Movement Ed Young Child – Submitted

CFE 116 Justice, Equity & Inclu in CFE

CFE 168 Foster Parent Med Fagile Child – Submitted

CFE 211 Health Safety for Young Child

CFE 212 School Age Programs – Submitted

EMT 101 Emergency Medical Tech I

MOA 110 Beg Medical Office Assisting – Submitted

MOA 111 Adv Medical Office Assisting – Submitted

NS 111 Fundamentals of Nursing Science – Submitted

NS 121 Obstet, Neonatal & Women's Health Nsg

NS 122 Medical/Surgical Nursing I

NS 230 Professional Nursing III

NS 231 Pediatric/Community Health Nursing

NS 232 Psychiatric/Geriatric/Community Health Nsg

NS 241 Medical/Surgical Nursing II – Submitted
RCP 102 Clinical Preparation for Respiratory Care – Submitted
RCP 103 Concepts in Respiratory Care – Submitted
RCP 104 Respiratory Care Pharmacology – Submitted
RCP 105 Fundamentals of Clinical Respiratory Care – Submitted
RCP 201 Neonatal and Pediatric Respiratory Care – Submitted
RCP 202 Fundamentals of Intensive Respiratory Care – Submitted
RCP 203 Seminar & Practicum in Respiratory Care I – Submitted
RCP 204 Seminar & Practicum in Respiratory Care II – Submitted

Instructional Resources

LAC 100 Intro to Tutoring – Submitted
LAC 200 Advanced Tutoring– Submitted

Language Arts

COMM 101 Intro to Public Speaking – Submitted
COMM 103 Process of Communication – Submitted
COMM 105 Intro to Mass Communication – Submitted
COMM 112 Oral Interpretation – Submitted
COMM 114 Art of Storytelling
COMM 116 Forensics – Submitted
COMM 214 Studies in Storytelling – Submitted
COMM 219 Intercultural Communication – Submitted
ENGL 104 The Research Paper – Submitted - Agenda
ENGL 113 Creative Writing: Nonfiction – Submitted
ENGL 211 Advanced Fiction Writing – Submitted
GER 201 Intermediate German I – Submitted
JOUR 121 Beginning Journalism 8 – Submitted
JOUR 123 Newspaper Production – Submitted

Math/Science and Engineering

MATH 050 Arithmetic 9
MATH 060 Prealgebra
MATH 115 Statistics
MATH 125 Math for Business & Economics
MATH 130 College Algebra
MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry – Submitted
MATH 230 Intro Ordinary Diff Equations
MATH 250 Calculus & Analytic Geometry
BIOL 100 Elem Human Anatomy & Physiology
BIOL 104 Environmental Biology
BIOL 110 General Molecular Cell Biology
BIOL 120 Gen Organism, Eco & Evolution Biol 8
BIOL 205 Intro to Biotechnology
CHEM 101 Introductory Chemistry
CHEM 102 Introductory Chem (Organic)
CHEM 120 General Chemistry
ENGR 185 Digital Logic & Design
GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted
GEOG 101 Phys Geog: Earth's Surface Landscapes
GEOG 105 Cultural Geography
GEOG 201 Map Interpretation and GPS
GEOG 205 Intro Geographic Info Systems
PHYS 101 Introductory Physics – Submitted
PHYS 102 Introductory Physics – Submitted
PHYS 110 General Physics – Submitted
PHYS 120 General Physics – Submitted

Physical Education & Athletics

ATH 100 Intro to Athletic Training
ATH 102 L Practical Appl of Athletic Training I Lab

ATH 102 Practical Appl of Athletic Training I
ATH 103 L Practical Appl of Athletic Training II Lab
ATH 103 Practical Appl of Athletic Training II
HE 101 Health Education – Submitted
HE 120 Stress Management – Submitted
PE 109 Hatha Yoga – Submitted
PE 111 Advanced Tennis Techniques
PE 115 Advanced Basketball Techniques
PE 118 Beginning Bowling
PE 118 Intermediate Bowling
PE 128 Beginning Golf
PE 128 Advanced Golf
PE 135 Physical Conditioning
PE 160 Beginning Tennis
PE 160 Intermediate Tennis
PE 160 Advanced Tennis
PE 193 Officiating Fall Sports
PE 194 Officiating Spring Sports
PE 195 Sports Appreciation
PE 205 Intercollegiate Men's Basketball
PE 210 Intercollegiate Women's Basketball
PE 225 Intercollegiate Women's Tennis
PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences

ED 140 Introduction to Education
ED 141 Intro to Special Education – Submitted
ED 145 Understand & Ed Learn Disabled – Submitted
HIST 101 Western Civ, Human Begin Until 1750
HIST 102 Western Civ, from 1750-Present
HIST 108 U.S. History, 1877-Present – Submitted
HIST 109 Survey U.S. History
HIST 112 Contemp U.S. History: Vietnam
HIST 114 History of California
HIST 119 History Latin American & Caribbean – Submitted
PHIL 101 Fundamental Reasoning Skills – Submitted
PHIL 105 Ethics: Moral Issues in Soc – Submitted
PHIL 106 Intro to Philosophy
PHIL 108 Philosophy of Religion
PHIL 110 Introduction to Logic – Submitted
PHIL 201 Critical Thinking – Submitted
POLS 101 Amer Political Institutions
POLS 201 Contemp Intntl Relations
POLS 203 The Judicial Process
PSY 244 Intro to Counseling – Agenda Ready 10/14/10 – Second Reading needed
SOC 112 American Social Issues

Technical Education

ACRV 100 Refrigeration Basics – Submitted
ACRV 112 Basic Refrigeration Systems – Submitted
ACRV 113 Basic Refrigeration Controls – Submitted
ACRV 115 Basic Refrig Systems and Controls – Submitted
ACRV 122 Residential Air Conditioning Systems – Submitted
ACRV 123 Residential Air Conditioning Controls – Submitted
ACRV 125 Residential Air Cond Systems & Cntrl – Submitted
ACRV 212 Commercial Refrigeration Systems – Submitted
ACRV 213 Commercial Refrigeration Controls – Submitted
ACRV 222 Commercial Air Conditioning Controls – Submitted
ACRV 223 Commercial Air Conditioning Systems – Submitted
AJ 800 Peace Officer Intensive Basic Training – Submitted
CT 050 Sewing Basics – Submitted
CT 101 Prin of Clothing Selection – Submitted

CT 102 Textiles – Submitted
CT 110 Clothing Construction I – Submitted
CT 112 Clothing Construction II – Submitted
CT 115 Speed Tailoring – Submitted
CT 141 Tailoring – Submitted
CT 213 Clothing Construction III – Submitted
CT 242 Pattern Making by Flat Pattern – Submitted
CT 243 Draping for Fashion Design – Submitted

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic – Submitted
ART 102 History of Art: Renaissance to Modern – Submitted
ART 110 Drawing
ART 140 Watercolor
ART 210 Advanced Drawing
ART 222 L Computerized Life Drawing Lab
ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory – Submitted
MUS 160 Symphonic Band – Submitted
MUS 161 Instrumental Ensemble Wood – Submitted
MUS 162 Beginning Clarinet Choir – Submitted
MUS 163 Instrumental Ensemble Brass – Submitted
MUS 168 Intermediate Clarinet Choir – Submitted
MUS 170 Beginning Flute Choir – Submitted
MUS 171 Intermediate Flute Choir – Submitted
MUS 251A Intermediate Music Theory – Submitted
MUS 251B Advanced Music Theory – Submitted
MUS 255A Beginning Keyboard Harmony – Submitted
MUS 255B Advanced Keyboard Harmony – Submitted
MUS 260 Concert Band – Submitted
MUS 262 Advanced Clarinet Choir – Submitted
MUS 270 Advanced Flute Choir – Submitted
MUS 291 Applied Music – Submitted
MUS 292 Applied Music Performance – Submitted
PHOT 107 History of Photography – Submitted
PHOT 250 Color Photography – Submitted

12. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Business and Computer Studies

WR 902 Job Search Preparation
WR 904 Surviving the Job Probation Period
WR 906 Developing as a Professional: Promotability

Counseling

HD 198 Human Development Seminars

Health Sciences

RADT 107 Radiographic Positioning and Procedures II
VN 109 Fundamentals of Patient Care for Vocational Nursing
VN 110/110CL Self-Care: Fundamentals and Pharmacology
VN 111/111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112/112CL Nursing to Promote Self-Care Agency in Adult
VN 113/113CL Nursing Leadership to Promote Self-Care Agency in the Adult

Instructional Resource

GED 906 Bas Use of Dict & Thes for GED

Math/Science and Engineering

BIOL 205 Intro to Biotechnology
ENGR 185 Digital Logic & Design
MATH 099 Individualized Self-Study Math

Physical Education & Athletics

PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences

NCR 910 U.S. Constitution Exam

Technical Education

ACRV 100 Refrigeration Basics

ACRV 198 Heating and Air Conditioning Seminars

AUTO 198 Automotive Seminars

Visual & Performing Arts

DM 103L Graphic Design I Lab

DM 105L Interactive Media Lab

DM 113L Photoshop I Lab

DM 115L Graphic Communications I Lab

DM 128L Web Des & Prod II Lab

DM 133L Digital Printing I Lab

DM 203L Graphic Design II Lab

DM 205L Digital Illustration Lab

DM 213L Photoshop II Lab

DM 215L Graphic Communications II Lab

DM 233L Digital Printing II Lab

DM 246L Portfolio and Job Search Lab

FTV 155 Film Festival Analysis

FTV 215 Directing for Film & Video

FTV 251 Contemporary American Independent Film

PHOT 213L Life Photography Lab

PHTC 215L Photography Studio Practices Lab

THA 205 Advanced Acting Workshop

13.ADJOURNMENT

A motion was made and seconded to adjourn the 2/24/11 AP&P Committee meeting at 4:55 p.m. Motion carried.

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

Music AA Degree Change Request Memo

To: AP&P Committee

From: Dean- Newton Chelette
Faculty- Dr. Berkeley Price, Dr. David Newby
AP&P Rep- Lisa Karlstein



Date: March 15, 2011

Subject: Degree Change Request for Associate in Arts degree in Music and Change of Course to Credit by Examination Request

It has been determined that MUS 291 (Applied Music) needs to be added to the credit by examination list in order to allow students the ability to satisfy that requirement for the Music AA degree. The full time Music faculty has developed criteria for this examination.

Below are the recommended revisions to the Music AA degree. Besides a few changes to staff, the wording for the current recommended plan of study has been altered slightly to reflect the change of MUS 291 (Applied Music) to allow credit by examination. The GE recommended courses have also been altered to include MUS 101 in the 1st semester rather than MUS 201 and 202 (which are not currently offered due to historically low enrollments).

The proposed changes have been discussed with and approved by the faculty of the Music department on March 3, 2011.

| Current: (As stated in current catalog) | Proposed: (list everything, even if no change) |
|---|--|
|---|--|

Definition

The Music program is designed to prepare students to transfer as juniors to four year institutions, to perform, to write and record music, and to develop an appreciation of various musical styles.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Newton Chelette, Dean ext. 6385

Administrative Assistant:

Shrawnda Harris ext. 6385

Faculty:

Dr. Gloria Kim ext. 6738

Dr. David Newby ext. 6383

Dr. Berkeley Price ext. 6765

AV Symphony Orchestra and
Master Chorale ext. 6389

Commercial Music ext. 6388

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

| | V.M. |
|--------------------|------|
| Gail Anderson | 2208 |
| Ron Burdick | 2097 |
| Les Counts | 2539 |
| William Davila | 2099 |
| Lynn Ennis | 2100 |
| Elizabeth Fewtrell | |
| Gary Gregg | 2102 |
| Dr. Robin Heifetz | 2697 |
| Jinyoung Jang | 2363 |
| Dr. Joseph Kearney | 2104 |
| Heather Kinkennon | 2179 |
| Dr. Gordon Lazarus | 2105 |
| Peggy Martindale | 2155 |
| Leon Matalon | 2108 |
| Michael McCullough | 2116 |
| Jared Meeker | 2074 |
| Debra Reddish | 2115 |

Program Description

The Music program offers an associate of arts degree with a major in Music that transfers completely to UC and CSU schools. It offers enrichment courses, many of which are applicable to other associate degrees and meet transfer requirements.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Distinctive Features

The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college programs with music

Definition

The Music program is designed to prepare students to transfer as juniors to four year institutions, to perform, to write and record music, and to develop an appreciation of various musical styles.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Newton Chelette, Dean ext. 6385

Administrative Assistant:

Shrawnda Harris ext. 6385

Faculty:

Dr. David Newby ext. 6383

Dr. Berkeley Price ext. 6765

Commercial Music ext. 6388

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

| | V.M. |
|--------------------|------|
| Les Counts | 2539 |
| John Crocker | |
| William Davila | 2099 |
| Lynn Ennis | 2100 |
| Elizabeth Fewtrell | |
| Gary Gregg | 2102 |
| Dr. Robin Heifetz | 2697 |
| Jinyoung Jang | 2363 |
| Dr. Joseph Kearney | 2104 |
| Heather Kinkennon | 2179 |
| Dr. Gordon Lazarus | 2105 |
| Peggy Martindale | 2155 |
| Leon Matalon | 2108 |
| Michael McCullough | 2116 |
| Jared Meeker | 2074 |
| Debra Reddish | 2115 |
| Robert Starner | |

Program Description

The Music program offers an associate of arts degree with a major in Music that transfers completely to UC and CSU schools. It also offers enrichment courses, many of which are applicable to other associate degrees and meet transfer requirements.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Distinctive Features

The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college programs with music businesses and the public; performance ensembles such as the

businesses and the public; performance ensembles such as the Civic Orchestra, the Antelope Valley Master Chorale, Concert Choir, the Antelope Valley Children's Choir, Concert Band, and musical theater. Children's Choir classes are offered as community service courses. The professional Antelope Valley Symphony Orchestra is an auxiliary of Antelope Valley College that combine students and professional musicians.

Career Options

- Public and private teaching
- Vocal performance,
both classical and popular
- Instrumental performance,
both classical and popular
- Arts administration
- Music therapy

Certificate Programs

See Commercial Music.

Associate Degree

An associate in arts degree with a major in Music is available. In addition to the GE requirements, the student should complete at least 38-40 units of music including the courses listed below. The following recommended sequence is particularly important since some courses are only offered once a year:

Core Courses: units

| | |
|---|--------------|
| MUS 111, Fundamentals of Music | 3 |
| MUS 151, Beginning Music Theory | 3 |
| MUS 251A, Intermediate Music Theory | 3 |
| MUS 251B, Advanced Music Theory | 3 |
| MUS 153, Beginning Musicianship | 2 |
| MUS 253A, Intermediate Musicianship | 2 |
| MUS 253B, Advanced Musicianship | 2 |
| MUS 255A, Beginning Keyboard Harmony | 2 |
| MUS 255B, Advanced Keyboard Harmony | 2 |
| MUS 291, Applied Music (by audition) (4 times) | 1 (4) |
| MUS 292, Applied Music Performance (4 times) | 1 (4) |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) (4 times) | 2-2.5 (8-10) |
| Total | 38-40 |

Recommended Plan of Study

| First Semester | units |
|---|-------|
| MUS 111, Fundamentals of Music | 3 |
| MUS 291, Applied Music (by audition) | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area B | 3 |

Antelope Valley Master Chorale, Concert Choirs, the Antelope Valley Children's Choir, Symphonic and Concert Bands, and musical theater. Children's Choir classes are offered as community service courses. The Antelope Valley Symphony Orchestra is an auxiliary of Antelope Valley College that combines students and professional musicians.

Career Options

- Public and private teaching
- Vocal performance,
both classical and popular
- Instrumental performance,
both classical and popular
- Arts administration
- Music therapy

Certificate Programs

See Commercial Music.

Associate Degree

An associate in arts degree with a major in Music is available. In addition to the GE requirements, the student should complete at least 38-40 units of music including the courses listed below. Students planning to pursue an associate in arts degree with a major in Music should contact Dr. Berkeley Price or Dr. David Newby at the beginning of their AVC studies. The following recommended sequence is particularly important since some courses are only offered once a year:

Core Courses: units

| | |
|---|--------------|
| MUS 111, Fundamentals of Music | 3 |
| MUS 151, Beginning Music Theory | 3 |
| MUS 251A, Intermediate Music Theory | 3 |
| MUS 251B, Advanced Music Theory | 3 |
| MUS 153, Beginning Musicianship | 2 |
| MUS 253A, Intermediate Musicianship | 2 |
| MUS 253B, Advanced Musicianship | 2 |
| MUS 255A, Beginning Keyboard Harmony | 2 |
| MUS 255B, Advanced Keyboard Harmony | 2 |
| MUS 291, Applied Music (credit by examination) (4 times) | 1 (4) |
| MUS 292, Applied Music Performance (by audition) (4 times) | 1 (4) |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) (4 times) | 2-2.5 (8-10) |
| Total | 38-40 |

Recommended Plan of Study

| First Semester | units |
|---|-------|
| MUS 111, Fundamentals of Music | 3 |
| MUS 291, Applied Music (credit by examination) | 1 |
| MUS 292, Applied Music Performance (by audition) | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area C (MUS 101 recommended) | 3 |

| | |
|--|----------|
| Course from GE requirement Area D1 | <u>3</u> |
| Total 16-16.5 | |
| Second Semester | |
| MUS 151, Beginning Music Theory | 3 |
| MUS 153, Beginning Musicianship | 2 |
| MUS 291, Applied Music | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area D2 | 3 |
| Course from GE requirement Area F | <u>3</u> |
| Total 15-15.5 | |
| Third Semester | |
| MUS 251A, Intermediate Music Theory | 3 |
| MUS 253A, Intermediate Musicianship | 2 |
| MUS 255A, Beginning Keyboard Harmony | 2 |
| MUS 291, Applied Music | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area C (MUS 201 recommended) | <u>3</u> |
| Total 14-14.5 | |
| Fourth Semester units | |
| MUS 251B, Advanced Music Theory | 3 |
| MUS 253B, Advanced Musicianship | 2 |
| MUS 255B, Advanced Keyboard Harmony | 2 |
| MUS 291, Applied Music | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area E (MUS 202 recommended) | <u>3</u> |
| Total 14-14.5 | |
| Degree Total 59-61 | |

Suggested Courses
 Students with no keyboard experience are encouraged to enroll during their first two semesters in MUS 131, Keyboard Skills I, and MUS 132, Keyboard Skills II. The latter course is a prerequisite for the A.A degree requirement MUS 255A, Beginning Keyboard Harmony.
 Students must have a "C" or better in all core and support course work used to qualify for this degree.

Auditions
 Students who wish to enroll in a course that has an audition as a limitation on enrollment should enroll prior to auditioning with the understanding that they must audition successfully to remain in the course.

Transfer
 Students planning to continue studies at a four-year college or university after AVC should contact Dr. Berkeley Price or Dr.

| | |
|--|----------|
| Course from GE requirement Area D1 | <u>3</u> |
| Total 16-16.5 | |
| Second Semester | |
| MUS 151, Beginning Music Theory | 3 |
| MUS 153, Beginning Musicianship | 2 |
| MUS 291, Applied Music (credit by examination) | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area D2 | 3 |
| Course from GE requirement Area F | <u>3</u> |
| Total 15-15.5 | |
| Third Semester | |
| MUS 251A, Intermediate Music Theory | 3 |
| MUS 253A, Intermediate Musicianship | 2 |
| MUS 255A, Beginning Keyboard Harmony | 2 |
| MUS 291, Applied Music (credit by examination) | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area B | <u>3</u> |
| Total 14-14.5 | |
| Fourth Semester units | |
| MUS 251B, Advanced Music Theory | 3 |
| MUS 253B, Advanced Musicianship | 2 |
| MUS 255B, Advanced Keyboard Harmony | 2 |
| MUS 291, Applied Music (credit by examination) | 1 |
| MUS 292, Applied Music Performance | 1 |
| Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185) | 2-2.5 |
| Course from GE requirement Area E | <u>3</u> |
| Total 14-14.5 | |
| Degree Total 59-61 | |

Suggested Courses
 Students with no keyboard experience are encouraged to enroll during their first two semesters in MUS 131, Keyboard Skills I, and MUS 132, Keyboard Skills II. The latter course is a prerequisite for the A.A degree requirement MUS 255A, Beginning Keyboard Harmony.
 Students must have a "C" or better in all core and support course work used to qualify for this degree.

Auditions
 Students who wish to enroll in a course that has an audition as a limitation on enrollment should enroll prior to auditioning with the understanding that they must audition successfully to remain in the course.

Transfer
 Students planning to continue studies at a four-year college or university after AVC should contact Dr. Berkeley Price or

David Newby at the beginning of their AVC studies. They should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site:
www.assist.org

NOTE: See Catalog for exact format and language.

Dr. David Newby at the beginning of their AVC studies. They should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: *www.assist.org*

ANTELOPE VALLEY COLLEGE

Technical Education Division

MEMORANDUM

To: AP&P Committee *MD*
From: Margaret Drake, Dean *MD*
Melissa Ramiro, Faculty *MR*
Rick Motawakel, AP&P Representative *RM*
Date: February 16, 2011

Subject: Degree/Certificate Change Request for Clothing and Textiles-Fashion Design

Below are the recommended revisions to the Associates of Science Degree, Certificate of **Clothing and Textiles**. The current degree includes courses that are not part of the core knowledge for this discipline and some are not transferable to the bachelor's degree option at the California State University system.

The proposed changes have been discussed with and approved by the faculty of the Technical Education, Interior Design on October 19, 2010. After faculty approval, all other affected divisions were notified and have approved the revisions as well. Additional suggestions from the affected divisions have been incorporated. (Give additional explanation if applicable).

| Current: (As stated in current catalog) | Proposed: (list only changes) |
|---|-------------------------------|
| Definition | Definition: |
| Staff: | Staff: |
| Adjunct Faculty: | Adjunct Faculty: |
| Program Description: | Program Description: |
| Distinctive Features: | Distinctive Features: |
| Career Options: | Career Options: |

Certificate Program/Associate Degree:

The Clothing and Textiles certificate requires a minimum of 37 units. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

| Required Courses: | units |
|--|--------------|
| CT 100, Introduction to Fashion | 3 |
| CT 101, Principles of Clothing Selection | 3 |
| CT 102, Textiles | 3 |
| CT 110, Clothing Construction I: Fundamentals | 3.5 |
| CT 112, Clothing Construction II: Pants | 3.5 |
| CT 115, Speed Tailoring | 3.5 |
| CT 120, Introduction to Sergers | 3.5 |
| CT 213, Clothing Construction III: Fashion Sewing | 3.5 |
| CT 242, Pattern Making for Flat Pattern | 3.5 |
| CT 243, Draping for Fashion Design | 3.5 |
| Program Electives | <u>3.5</u> |
| Total | 37 |

| Program Electives: | units |
|--|--------------|
| CT 141, Tailoring | 3.5 |
| CT 225, Clothing Construction Techniques For Wearable Art | 3.5 |

NOTE: Substitutions with prior permission may be made for certain courses that may not be offered in the two-year period.

Associate Degree

The requirement for an associate degree in Clothing and Textiles-Fashion Design may be satisfied by completing 33.5 units of required courses, selecting an additional 3.5 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirement)

Students who complete the associate degree have enhanced employability in the field of fashion design, and may qualify for employment in entry-level design and pattern making positions in Southern California. The diverse apparel industry and entertainment industry supports the largest number of employees and contributes significantly to the economy of the region. Additionally, they may also seek employment in small, self-owned businesses in clothing construction and alterations in the fashion field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Certificate Program/Associate Degree:

The Clothing and Textiles certificate requires a minimum of 33 units. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

| Required Courses: | units |
|---|--------------|
| CT 100, Introduction to Fashion | 3 |
| CT 102, Textiles | 3 |
| CT 105, Principles of Sewing | 3 |
| CT 110, Fundamentals of Clothing Fundamentals | 3.5 |
| CT 114, Principles of Clothing Selection | 3 |
| CT 200, Tailoring Techniques-Alterations and Fit | 3.5 |
| CT 212, Intermediate Construction-Pants | 3.5 |
| CT 222, Pattern Making Flat Pattern | 3.5 |
| CT 241, Advanced Construction-Fashion Sewing | 3.5 |
| CT 243, Draping for Fashion Design | <u>3.5</u> |
| Total | 33 |

NOTE: Substitutions with prior permission may be made for certain courses that may not be offered in the two-year period.

Associate Degree

The requirement for an associate degree in Clothing and Textiles-Fashion Design may be satisfied by completing 33 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirement)

Students who complete the associate degree have enhanced employability in the field of fashion design, and may qualify for employment in entry-level design and pattern making positions in Southern California. The diverse apparel industry and entertainment industry supports the largest number of employees and contributes significantly to the economy of the region. Additionally, they may also seek employment in small, self-owned businesses in clothing construction and alterations in the fashion field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study:

| | |
|---|--------------|
| First Semester | units |
| CT 100, Introduction to Fashion | 3 |
| CT 101, Principles of Clothing Selection | 3 |
| CT 102, Textiles | 3 |
| CT 110, Clothing Construction I: Fundamentals | 3.5 |
| Course from GE requirement Area B | <u>3</u> |
| Total | 15.5 |

| | |
|---|--------------|
| Second Semester | units |
| CT 112, Clothing Construction II: Pants | 3.5 |
| CT 115, Speed Tailoring | 3.5 |
| CT 120, Introduction to Sergers | 3.5 |
| Course from GE requirement Area C | 3 |
| Course from GE requirement Area D1 | <u>3</u> |
| Total | 16.5 |

| | |
|---|--------------|
| Third Semester | units |
| CT 213, Clothing Construction III: Fashion Sewing | 3.5 |
| CT 242, Pattern Making for Flat Pattern | 3.5 |
| Course from GE requirement Area D2 | 3 |
| Course from GE requirement Area E | <u>3</u> |
| Total | 13 |

| | |
|------------------------------------|--------------|
| Fourth Semester | units |
| CT 243, Draping for Fashion Design | 3.5 |
| Program Elective | 3.5 |
| Course from GE requirement Area F | 3 |
| Course from GE requirement Area A | 3 |
| Elective | <u>2</u> |
| Total | 15 |

Degree Total 60

Program Electives: Please refer to program electives listed under the certificate program.

Clothing and Textiles courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).

Transfer: Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A", "B", "C", or "P". Classes in which a Pass/No Pass option is available are indicated with an asterisk (*) before the

Recommended Plan of Study:

| | |
|-----------------------------------|--------------|
| First Semester | units |
| CT 100, Introduction to Fashion | 3 |
| CT 102, Textiles | 3 |
| CT 105, Principles of Sewing | 3 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area B | <u>3</u> |
| Total: | 15 |

| | |
|---|--------------|
| Second Semester | units |
| CT 110, Fundamentals of Clothing Fundamentals | 3.5 |
| CT 114, Principles of Clothing Selection | 3 |
| Course from GE requirement Area C | 3 |
| Course from GE requirement Area D1 | 3 |
| Course from GE requirement Area D2 | <u>3</u> |
| Total: | 15.5 |

| | |
|--|--------------|
| Third Semester | units |
| CT 200, Tailoring Techniques-Alterations and Fit | 3.5 |
| CT 212, Intermediate Construction-Pants | 3.5 |
| CT 222, Pattern Making Flat Pattern | 3.5 |
| Course from GE requirement Area E | <u>3</u> |
| Total: | 13.5 |

| | |
|--|--------------|
| Fourth Semester | units |
| CT 241, Advanced Construction-Fashion Sewing | 3.5 |
| CT 243, Draping for Fashion Design | 3.5 |
| Course from GE requirement Area F | 3 |
| General Elective | <u>6</u> |
| Total: | 16 |

Degree Total: 60

Clothing and Textiles courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).

Transfer: Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A", "B", "C", or "P". Classes in which a Pass/No Pass option is available are indicated with an asterisk (*) before the

course title. See "Pass/No Pass Option" in the catalog for full explanation.




course title. See "Pass/No Pass Option" in the catalog for full explanation.



ANTELOPE VALLEY COLLEGE

Business, Computer Studies, and Economic Development Division

To: AP&P Committee

From: Tom O'Neil, PhD, Dean 
Ed Beyer, PhD, Discipline Faculty 
Beverly Beyer, AP & P Representative 

Date: February 20, 2011

Subject: Degree/Certificate Change Request for Computer Applications Degree/Certificate, Computer Networking Degree/Certificate, and Computer Networking Multi-Platform Degree/Certificate

Below are the recommended revisions to the Computer Applications Degree and Certificate, the Computer Networking Degree and Certificate, and the Computer Networking Multi-Platform Degree and Certificate. The current degrees / certificates include courses that are obsolete (CA110 and CA 173), not part of the core knowledge for this discipline, or not transferable to the bachelor's degree option at the California State University system.

The proposed changes have been discussed with and approved by the faculty of the Computer Applications/Computer Information Science disciplines on May 25, 2010. No other divisions were affected by these changes.

| Current: (As stated in current catalog) | Proposed: (list only changes) |
|--|--------------------------------------|
|--|--------------------------------------|

Definition

Computerized systems are an integral part of today's society, and understanding them is key to success. Computer information science, computer networking, and computer applications are fields that are dynamic, exciting, and rewarding for people who enjoy challenges. At AVC, the computer studies programs are designed to provide students with the skills necessary to compete in computer-related fields or to prepare for further study at the university level.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Tom O'Neil, Dean ext. 6370

Administrative Assistant:

Christi Goodman ext. 6370

Faculty:

Ed Beyer ext. 6374

Kathleen Moore ext. 6378

Ron Mummaw ext. 6379

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number. V.M.

Sharon Adam 2167

Allen Andrews 2261

Jim Bowen 2602

Glenn Buxton 2319

Chuck Costarella 2978

Jim Hensel 2158

Richard Hoffman 2954

Mark Ivey 2128

Dennis Kallemeyn 2604

Gail Lofdahl 2658

Wayne Lynch 2611

Daniel McMahon 2324

Michael Miller 2237

Kent Moser 2294

Robert Price 2316

Tim Ross 2449

Jason Schalow 2385

Roland Thomas 2279

Terry Tretter 2286

Samuel Vitale 2309

Alicia Viera 2253

Lori Young 2668

Program Description

The Computer Applications, Computer Networking, Computer Software Developer, and Business Computer Information Science programs continue to evolve with technology. The Computer Applications Program concentrates on microcomputer applications in the area of electronic spreadsheets, electronic presentations, database management, word processing, networks, Internet, and computer operating systems.

Program Description

The Computer Applications, Computer Networking, Computer Software Developer, and Business Computer Information Science programs continue to evolve with technology. The Computer Applications Program concentrates on microcomputer applications in the area of electronic spreadsheets, electronic presentations, database management, word processing, networks, Internet, and computer operating systems.

The Computer Networking Certificate provides students with entry-level skills and the essential knowledge needed to succeed in the computer networking field. The program also provides an opportunity for students to expand their knowledge through advanced networking and network operating system classes.

In the Computer Software Developer Program, students explore the theory of software design and improve individual skills through a “hands-on” approach to writing, testing, and debugging computer programs. Students will develop analytical skills, along with a solid foundation in several computer programming languages, through the analysis of generalized computer algorithms.

The Business Computer Information Science Program offers students an opportunity to develop computer skills in a business environment. Through theoretical discussions and a “hands-on” approach, students will explore the integration of business and computer concepts, while developing skills necessary to enter and succeed in the work environment.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Distinctive Features

Most computer courses include in-class time for “hands-on” computer work. Students in computer studies have access to open computer labs outside of class time. These open computer labs provide computer access for students who may not have the hardware or software required for computer courses.

Career Options

- Business Applications Programmer
- Communications Manager
- Computer Engineer
- Computer Sales
- Database Specialist
- Network Administrator
- Programming Manager
- Scientific Applications Programmer
- Software Application Specialist
- Software Engineer
- Systems Analyst
- Systems Programmer

(Some of these careers may require education beyond the two-year college level.)

Certificate Programs

Computer Applications

This certificate requires a minimum of 31 units. A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work

The Computer Networking Certificate provides students with entry-level skills and the essential knowledge needed to succeed in the computer networking field. The certificate program also provides an opportunity for students to expand their knowledge through advanced networking and network operating system classes.

must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

| Required Courses: | units |
|--|--------------|
| CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business | 3-4 |
| CA 110, Word Processing—WordPerfect or CA 111, Word Processing—Microsoft Word | 3 |
| CA 121, Microcomputer Spreadsheets | 3 |
| CA 131, Relational Database Management and Design 3 | |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 171, Introduction to Networking | 3 |
| CA 173, Novell Netware System Administration or CIS 145, Intro. to Visual BASIC.NET Programming or CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX | 3 |
| CIS 141, Intro. to Basic Programming | 3 |
| MATH 102, Intermediate Algebra | 4 |
| Program Elective | <u>3</u> |
| Total | 31-32 |

CA 111, Word Processing—Microsoft Word

CIS 145, Intro. to Visual BASIC.NET Programming or CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

| Program Electives: | units |
|--|--------------|
| Select any 3 units from the following program electives. | |
| CA 103, Intro. to Microcomputers | 3 |
| CA 110, Word Processing— WordPerfect | 3 |
| CA 111, Word Processing—Microsoft Word | 3 |
| CA 173, Novell Netware System Administration | 3 |
| CA 175, Administering Windows 2003 Server | 3 |
| CA 199, Occupational Work Experience | 1-8 |
| CA 221, Computer Concepts and Applications in Business | 4 |
| CIS 145, Introduction to Visual BASIC.NET Programming | 3 |
| CIS, 157, Introduction to LINUX | 3 |
| CIS 199, Occupational Work Experience | 1-8 |

| Program Electives: | units |
|--|--------------|
| Select any 3 units from the following program electives. | |
| CA 103, Intro. to Microcomputers | 3 |
| CA 111, Word Processing—Microsoft Word | 3 |
| CA 175, Administering Windows 2003 Server | 3 |
| CA 199, Occupational Work Experience | 1-8 |
| CA 221, Computer Concepts and Applications in Business | 4 |
| CIS 145, Introduction to Visual BASIC.NET Programming | 3 |
| CIS, 157, Introduction to LINUX | 3 |
| CIS 199, Occupational Work Experience | 1-8 |

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Networking

The Computer Networking Program consists of two parts: the Computer Networking Core Certificate—an 18-unit, entry-level certificate composed of five basic computer courses and one network operating system elective; and the Computer Networking Multi-Platform Certificate—a 30-unit program that includes the six courses in the Core program plus two more networking operating system courses and two computer networking electives to provide the student with a breadth of networking experience.

A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course

work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Computer Networking Core Certificate

This entry-level "core" certificate is composed of five basic computer courses and one network operating system elective for a total of 18 units.

| Required Courses: | units |
|---|--------------|
| CA 103, Intro. to Microcomputers | 3 |
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 153, Windows Installation and System Support | 3 |
| CA 171, Intro. to Networking | 3 |
| CA 173, Novell Netware System Administration or CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX | 3 |
| Total 18 | |

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Networking Multi-Platform Certificate

The Multi-Platform Certificate builds on the Computer Networking Core certificate to enhance the skills and knowledge of the student. Any course taken in the Core Certificate does not need to be taken again for the Multi-Platform Certificate.

| Required Courses: | units |
|---|--------------|
| CA 103, Intro. to Microcomputers | 3 |
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 153, Windows Installation and System Support | 3 |
| CA 171, Intro. to Networking | 3 |
| CA 173, Novell Netware System Administration | 3 |
| CA 175, Administering Windows 2003 Server | 3 |
| CIS 157, Intro. to LINUX | 3 |
| Program Electives | 6 |
| Total 30 | |

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

| Program Electives: | units |
|---|--------------|
| Select 6 units from the following networking program electives. | |
| CA 131, Relational Database Management and Design | 3 |
| CA 132, Oracle SQL Database Management | 3 |
| CA 133, Oracle PL/SQL Programming | 3 |
| CA 176, Windows Server Networking | 3 |

| Required Courses: | units |
|---|--------------|
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 171, Intro. to Networking | 3 |
| CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX | 3 |
| CA 176, Windows Server Networking | 3 |
| CA 182, Network Security | 3 |
| Total 18 | |

| Required Courses: | units |
|---|--------------|
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 171, Intro. to Networking | 3 |
| CA 175, Administering Windows 2003 Server | 3 |
| CA 176, Windows Server Networking | 3 |
| CA 182, Network Security | 3 |
| CIS 157, Intro. to Linux | 3 |
| CIS 159, SUSE Linux Server Administration | 3 |
| Program Electives | 6 |
| Total 30 | |

| Program Electives: | units |
|---|--------------|
| Select 6 units from the following networking program electives. | |
| CA 103, Intro. to Microcomputers | 3 |
| CA 131, Relational Database Management and Design | 3 |
| CA 132, Oracle SQL Database Management | 3 |
| CA 133, Oracle PL/SQL Programming | 3 |
| CA 153, Windows Installation and System Support | 3 |
| CIS 111, Introduction to Programming and Algorithms | 3 |

| | | | |
|--|---|--|---|
| CA 182, Network Security | 3 | CIS 113, Data Structures | 3 |
| CIS 111, Introduction to Programming and Algorithms | 3 | CIS 123, Assembly Language and Computer Architecture | 3 |
| CIS 113, Data Structures | 3 | CIS 141, Introduction to Basic Programming | 3 |
| CIS 123, Assembly Language and Computer Architecture | 3 | CIS 145, Intro. to Visual BASIC.NET Programming | 3 |
| CIS 141, Introduction to Basic Programming | 3 | CIS161, Introduction to C Programming | 3 |
| CIS 145, Intro. to Visual BASIC.NET Programming | 3 | CIS 173, Introduction to C++ Programming | 3 |
| CIS161, Introduction to C Programming | 3 | CIS 175, Java Programming | 3 |
| CIS 173, Introduction to C++ Programming | 3 | | |
| CIS 175, Java Programming | 3 | | |

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Business Computer Information Science

This certificate requires a minimum of 30 units. This program provides entry-level training to the person entering the computer field and focuses on the operation and programming of computers with an emphasis on business applications.

A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

| Required Courses: | units |
|---|--------------|
| ACCT 201, Financial Accounting | 4 |
| BUS 101, Intro. to Business or MGT 101, Mgt. Principles | 3 |
| BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus | 3-5 |
| CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Information Science | 3-4 |
| CA 121, Microcomputer Spreadsheets or ACCT 121, Intro. to Micro-computer Accounting | 2-3 |
| CA 171, Introduction to Networking | 3 |
| CIS 111, Intro. to Programming and Algorithms or CIS 145, Intro. to Visual BASIC.NET Programming | 3 |
| CIS 141, Introduction to BASIC Programming | 3 |
| Program Electives | <u>6</u> |
| Total | 30-34 |

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

| Program Electives: | units |
|--|--------------|
| Select any 6 units from the following program electives. | |
| ACCT 121, Microcomputer Accounting | 2 |
| BUS 101, Introduction to Business | 3 |
| BUS 105, Business Mathematics | 3 |
| CA 103, Intro. to Microcomputers | 3 |
| CA 121, Microcomputer Spreadsheets | 3 |
| CA 199, Occupational Work Experience | 1-8 |
| CA 221, Computer Concepts and Applications in Business | 4 |
| CIS 111, Introduction to Programming and Algorithms | 3 |
| CIS 145, Introduction to Visual BASIC.NET Programming | 3 |

| | |
|---|-----|
| CIS 199, Occupational Work Experience | 1-8 |
| MATH 125, Math for Business and Economics | 5 |
| MATH 140, Precalculus | 5 |
| MGT 101, Management Principles | 3 |

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Software Developer

This certificate requires a minimum of 36 units. This program provides entry-level training to the person entering the computer programming field. The focus is on software development, and allows specialization in several programming languages.

A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

| Required Courses: | units |
|--|--------------|
| CA 131, Relational Database Management and Design | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CIS 101, Intro. to Computer Info. Science | 3 |
| CIS 111, Intro. to Programming and Algorithms | 3 |
| CIS 113, Data Structures | 3 |
| CIS 121, Computer Mathematics | 3 |
| CIS 123, Assembly Language and Computer Architecture | 3 |
| CIS 161, Intro. to C Programming | 3 |
| MATH 130, College Algebra or MATH 140, Precalculus or MATH 150, Calculus and Analytic Geometry or MATH 220, Linear Algebra | 3-5 |
| PHIL 110, Intro. to Logic | 3 |
| Program Electives | 6 |
| Total | 36-38 |

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

| Program Electives: | units |
|--|-------|
| Select any 6 units from the following program electives. | |
| CIS 157, Introduction to LINUX | 3 |
| CIS 173, Introduction to C++ Programming | 3 |
| CIS 174, Introduction to C#.NET Programming | 3 |
| CIS 175, Java Programming | 3 |
| CIS 199, Occupational Work Experience | 1-8 |
| MATH 130, College Algebra | 4 |
| MATH 140, Precalculus | 5 |
| MATH 150, Calculus and Analytical Geometry | 5 |
| MATH 220, Linear Algebra | 4 |

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Transfer Students:

Students planning to transfer to a four-year institution are

strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

Associate Degrees

Computer Applications

The requirements for an associate degree in Computer Applications may be satisfied by completing the Computer Applications certificate, 21 units of general education requirements, and sufficient elective credits to total 61-62 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as information technology, help desk support, and general office computer management. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

| First Semester | units |
|--|--------------|
| CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business | 3-4 |
| MATH 102, Intermediate Algebra | 4 |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D1 | 3 |
| Elective | <u>3</u> |
| Total 16-17 | |

| Second Semester | units |
|---|--------------|
| CA 121, Microcomputer Spreadsheets | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| Course from GE requirement Area D2 | 3 |
| Course from GE requirement Area F (BUS 212 or MGT 212 recommended) | 3 |
| Program Elective | <u>3</u> |
| Total 15 | |

| Third Semester | units |
|---|--------------|
| CA 110, Word Processing-WordPerfect or CA 111, Word Processing-Microsoft Word | 3 |
| CA 171, Introduction to Networking | 3 |
| CIS 141, Introduction to BASIC Programming | 3 |
| Course from GE requirement Area C | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| Third Semester | units |
|--|--------------|
| CA 111, Word Processing-Microsoft Word | 3 |
| CA 171, Introduction to Networking | 3 |
| CIS 141, Introduction to BASIC Programming | 3 |
| Course from GE requirement Area C | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| Fourth Semester | units |
|--|--------------|
| CA 131, Relational Database Management and Design | 3 |
| CA 173, Novell NetWare System Administration or CIS 145, Intro. to Visual BASIC.NET Programming or CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX | 3 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area E | 3 |
| Elective | <u>3</u> |
| Total 15 | |
| Degree Total 61-62 | |

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Computer Networking

The requirements for an associate degree in Computer Networking Multi-Platform may be satisfied by completing the Computer Applications certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units (See Graduation/Associate Degree Requirements).

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as computer repair, service, maintenance, and installation of computer network hardware and software. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

| First Semester | units |
|------------------------------------|--------------|
| CA 103, Intro. to Microcomputers | 3 |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D1 | 3 |
| Course from GE requirement Area D2 | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| Second Semester | units |
|---|--------------|
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| CA 171, Intro. to Networking | 3 |
| Course from GE requirement Area A | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| Fourth Semester | units |
|--|--------------|
| CA 131, Relational Database Management and Design | 3 |
| CIS 145, Intro. to Visual BASIC.NET Programming or CA 175, Administering Windows 2003 Server or CIS 157, Intro. to LINUX | 3 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area E | 3 |
| Elective | <u>3</u> |
| Total 15 | |
| Degree Total 61-62 | |

Computer Networking

The requirements for an associate degree in Computer Networking Multi-Platform may be satisfied by completing the Computer Networking Multi-Platform certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units (See Graduation/Associate Degree Requirements).

Recommended Plan of Study

| First Semester | Units |
|---|--------------|
| CA 107, Microcomputer Hardware and Software Support | 3 |
| CA 151, Microcomputer Operating Systems | 3 |
| Course from GE Requirement B | 3 |
| Course from GE Requirement D1 | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| Second Semester | Units |
|---|--------------|
| CA 171, Intro. to Networking | 3 |
| CA 175, Administering Windows 2003 Server | 3 |
| Course from GE Requirement D2 | 3 |
| Course from GE Requirement A | 3 |
| Elective | <u>3</u> |
| Total 15 | |

| | | | |
|--|--------------|---|--------------|
| Third Semester | units | Third Semester | Units |
| CA 153, Windows Installation and System Support | 3 | CA 176, Windows 2003 Networking | 3 |
| CA 173, Novell NetWare System Administration | 3 | CIS 157, Intro. To Linux | 3 |
| CA 175, Administering Windows 2003 Server | 3 | Course from GE Requirement C | 3 |
| Course from GE requirement Area C | 3 | Course from GE Requirement E | 3 |
| Elective | 3 | Elective | 3 |
| Total 15 | | Total 15 | |
| Fourth Semester | units | Fourth Semester | Units |
| CIS 157, Intro. to LINUX | 3 | CIS 159, SUSE Linux Server Administration | 3 |
| Course from GE requirement Area E | 3 | CA 182, Network Security | 3 |
| Course from GE requirement Area F (BUS 212 or MGT 212 recommended) | 3 | Course from GE Requirement F | 3 |
| Program Elective | 6 | Elective | 6 |
| Total 15 | | Total 15 | |
| Degree Total 60 | | Degree Total 60 | |
| Program Electives: | | | |
| Please refer to the Program Electives listed under the certificate program. | | | |
| Business Computer Information Science | | | |
| The requirements for an associate degree in Business Computer Information Science may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.) | | | |
| Students who complete the associate degree have enhanced employability in several fields. With a varied background in Business, Computer Programming and Computer Applications, students are well prepared for full-time, entry-level positions in the programming of business and other applications as well as advanced use of existing office applications in industry. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively. | | | |
| Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success. | | | |
| Recommended Plan of Study | | | |
| First Semester | units | | |
| BUS 101, Intro. to Business or MGT 101, Mgt. Principles | 3 | | |
| BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus | 3-5 | | |
| CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science | 3-4 | | |
| Course from GE requirement Area D1 | 3 | | |
| Elective | 3 | | |
| Total 15-18 | | | |
| Second Semester | units | | |
| ACCT 201, Financial Accounting | 4 | | |
| CIS 141, Intro. to BASIC Programming | 3 | | |

| | |
|------------------------------------|-----------|
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D2 | 3 |
| Elective | <u>3</u> |
| Total | 16 |

| | |
|---|--------------|
| Third Semester | units |
| CA 121, Microcomputer Spreadsheets or ACCT 121, Introduction to Microcomputer Accounting | 2-3 |
| CIS 111, Intro. to Programming and Algorithms or CIS 145, Intro. to Visual BASIC.NET Programming | 3 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area C | 3 |
| Program Elective | <u>3</u> |
| Total | 14-15 |

| | |
|---|--------------|
| Fourth Semester | units |
| CA 171, Introduction to Networking | 3 |
| Course from GE requirement Area E | 3 |
| Course from GE requirement Area F (BUS 212 or MGT 212 recommended) | 3 |
| Program Elective | 3 |
| Elective | <u>3</u> |
| Total | 15 |
| Degree Total | 60-64 |

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Computer Software Developer

The requirements for an associate degree in Computer Software Developer may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of computer programming/software development, and are well prepared for full-time, entry-level positions in such job titles as programmer or programmer/analyst. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

| | |
|---|--------------|
| First Semester | units |
| CIS 101, Introduction to Computer Information Science | 3 |
| MATH 130, College Algebra or MATH 140, Precalculus or MATH 150, Calc. & Analytic Geometry or | |
| MATH 220, Linear Algebra | 3-5 |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D1 | 3 |

Elective 3
Total 15-17

Second Semester **units**
CIS 111, Intro. to Programming and Algorithms 3
CIS 121, Computer Mathematics 3
CIS 161, Intro. to C Programming 3
PHIL 110, Introduction to Logic 3
Course from GE requirement Area D2 3
Total 15

Third Semester **units**
CIS 113, Data Structures 3
CIS 123, Assembly Language and Computer Architecture 3
Course from GE requirement Area A 3
Course from GE requirement Area F 3
(BUS 212 or MGT 212 recommended)
Program Elective 3
Total 15

Fourth Semester **units**
CA 131, Relational Database Management and Design 3
CA 151, Microcomputer Operating Systems 3
Course from GE requirement Area C 3
Course from GE requirement Area E 3
Program Elective 3
Total 15
Degree Total 60-62

Program Electives:
Please refer to the Program Electives listed under the certificate program.

SAMPLE: Degree / Certificate Change Request Memo

To: AP&P Committee

From: Dean- Dr. Karen Cowell, Dean, Health Sciences
Faculty- Division faculty from Tech Ed, Health Sciences, & Business & Computer Studies/Social and Behavioral Sciences
AP&P Rep-Linda Harmon

Date: March 11, 2011

RECEIVED

MAR 13 2011

M. M. [Signature]

Subject: Degree/Cert Change Request for Family and Consumer Education Degree

This is a follow up to the May 2010 AP&P meeting at which the dean was asked to provide a Recommended Plan of Study for the changes to the Family and Consumer Education degree. The name of the discipline is to be changed to Family and Consumer Sciences to align with current discipline title as defined by the Chancellor’s Office (TOP Code 1301.00). Below are the recommended revisions to the cert/degree.

The proposed changes have been discussed with and approved by the faculty of the discipline at October 27, 2009 and February 8, 2010 meetings.

| Current: (As stated in current catalog) | Proposed: (list everything, even if no change) |
|---|---|
| <p>Definition</p> <p>Family and Consumer Education draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.</p> <p>Staff</p> <p>To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.</p> <p>Program Advisement: Dr. Karen Cowell, Dean ext. 6402</p> <p>Program Coordinator: Karen Smith ext. 6402</p> <p>Faculty: Catherine Overdorf ext. 6766 Melanie Parker ext. 6252 Andrea Sanders ext. 6502</p> <p>Program Description</p> <p>The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.</p> <p>Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.</p> | <p>Definition</p> <p>Family and Consumer Education draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.</p> <p>Staff</p> <p>To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.</p> <p>Program Advisement: Dr. Karen Cowell, Dean ext. 6402</p> <p>Program Coordinator: Karen Smith ext. 6402</p> <p>Faculty: Dr. Rona Brynin ext. 6001 Catherine Overdorf ext. 6766 Melanie Parker ext. 6252 Andrea Sanders ext. 6502 Ann Volk ext. 6501</p> <p>Program Description</p> <p>The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.</p> <p>Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program</p> |

Distinctive Features

The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and help enable students to develop skills that improve the quality of life in a diverse society.

Career Options

Day Care Home Provider

Dietary Aide

Early Childhood Teacher/Aide

Food Preparation Worker

Recreation Specialist

(Some of these careers may require education beyond the two-year college level.)

Certificate Programs

The Child and Family Education and the School-Aged Child Care Certificates can be pursued concurrently.

Associate Degree

The requirements for an associate degree in Family and Consumer Education may be satisfied by completing the required 12 units under Section "A" and at least 9 units in one area of emphasis under Section "B" in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.).

Section A:

Complete the following required courses.

| | |
|--------------------------------------|---|
| CFE 102, The Developing Child | 3 |
| CT 101, Princ. Of Clothing Selection | 3 |
| ID 100, Intro. to Interior Design | 3 |
| NF 100, Nutrition | 3 |

Section B:

Select at least 9 units from one of the following areas of emphasis.

Child and Family Development

| Required: | units |
|--|-------|
| CFE 103, The Child in Family and Community Relationships | 3 |
| CFE 104, Literature for Children | 3 |

Electives:

| Select 3 units from the following: | units |
|--|-------|
| CFE 101, Intro. to Early Childhood Ed. | 3 |
| CFE 105, Discovery-Based Ed. for Children | 3 |
| CFE 106, Creative Experiences for Children | 3 |

Clothing and Textiles

| Required: | units |
|---------------------------------|-------|
| CT 102, Textiles | 3 |
| CT 110, Clothing Construction I | 3.5 |

electives in order to qualify for the degree or certificate.

Distinctive Features

The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and enable students to develop skills that improve the quality of life in a diverse society.

Career Options

Day Care Home Provider

Dietary Aide

Early Childhood Teacher/Aide

Food Preparation Worker

Recreation Specialist

(Some of these careers may require education beyond the two-year college level.)

Certificate Programs

Certificate not applicable.

Associate Degree

The requirements for an associate degree in Family and Consumer Studies may be satisfied by completing the required core courses under Section "A" and at least 9 units in one area of concentration under Section "B" in addition to the general education requirements. Nine units for the Consumer Services option or Nutrition and Foods option must be selected from the Electives from those areas of concentration. The Interior Design option does not have elective courses (See Graduation/Associate Degree Requirements.).

A minimum of 60 units of general education and courses for the major must be completed for all options.

Section A:

Complete the following required courses.

| Required: | units |
|--|-------|
| CFE 101, Intro. to Early Childhood Education | 3 |
| CT 101, Princ. Of Clothing Selection | 3 |
| ID 100, Intro. to Interior Design | 3 |
| NF 100, Nutrition | 3 |

Section B:

Select at least 9 units from one of the areas of concentration.

Child and Family Development option

| Required: | units |
|--|-------|
| CFE 102, The Developing Child | 3 |
| CFE 103, The Child in Family and Community Relationships | 3 |

Electives:

| Select 3 units from the following: | units |
|---|-------|
| CFE 104, Literature for Children | 3 |
| CFE 105, Discovery-Based Ed. for Children | 3 |

| | | | |
|--|--------------|--|--------------|
| Electives: | units | CFE 106, Creative Experiences for Children | 3 |
| CT 112, Clothing Construction II | 3.5 | | |
| CT 120, Introduction to Sergers | 3.5 | | |
| CT 141, Tailoring | 3.5 | | |
| CT 213, Clothing Construction III | 3.5 | | |
| CT 225, Clothing Construction Techniques for Wearable Art | 3.5 | | |
| CT 242, Pattern Making by Flat Pattern | 3.5 | | |
| Consumer Education | | | |
| Required: | units | | |
| CT 110, Clothing Construction I | 3.5 | | |
| Electives: | units | | |
| ACCT 201, Financial Accounting | 4 | | |
| COMM 101, Intro. to Public Speaking | 3 | | |
| ID 105, Designing Residential Interiors | 3 | | |
| PHTC 101, Beginning Black and White Photography | 3 | | |
| PSY 101, General Psychology | 3 | | |
| Interior Design | | | |
| Required: | units | | |
| CT 102, Textiles | 3 | | |
| ID 100, Intro. to Interior Design | 3 | | |
| ID 105, Designing Residential Interiors | 3 | | |
| ID 115, History of Interior Architecture and Furniture I | 3 | | |
| ID 210, Residential Space Planning | 3 | | |
| Nutrition and Foods | | | |
| Electives: | units | | |
| NF 102, Nutrition and Food for Children | 3 | | |
| NF 104, Concepts in Nutrition: New Developments | 1 | | |
| NF 110, Sports Nutrition | 3 | | |
| NF 150, Food and Culture | 3 | | |
| Transfer | | | |
| Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org | | | |
| | | Clothing and Textiles option | |
| | | Required: | units |
| | | CT 102, Textiles | 3 |
| | | CT 110, Clothing Construction I | 3.5 |
| | | Electives: | units |
| | | CT 112, Clothing Construction II | 3.5 |
| | | CT 120, Introduction to Sergers | 3.5 |
| | | CT 141, Tailoring | 3.5 |
| | | CT 213, Clothing Construction III | 3.5 |
| | | CT 225, Clothing Construction Techniques for Wearable Art | 3.5 |
| | | CT 242, Pattern Making by Flat Pattern | 3.5 |
| | | Consumer Services option | |
| | | Required: | |
| | | There are no required courses in this area of concentration. | |
| | | Electives: | units |
| | | MKTG 101, Principles of Marketing | 3 |
| | | ECON 102, Principles of Macroeconomics | 3 |
| | | BUS 113 Business Communications | 3 |
| | | BUS 201, Business Law | 3 |
| | | BUS 203 Business Law | 3 |
| | | COMM 105, Intro. to Mass Communications | 3 |
| | | COMM 125, Public Relations | 3 |
| | | COMM 109, Small Group Communications | 3 |
| | | Interior Design option | |
| | | Required: | units |
| | | CT 102, Textiles | 3 |
| | | ID 100, Intro. to Interior Design | 3 |
| | | ID 105, Designing Residential Interiors | 3 |
| | | ID 115, History of Interior Architecture and Furniture I | 3 |
| | | ID 210, Residential Space Planning | 3 |
| | | Nutrition and Foods option | |
| | | Electives: | units |
| | | NF 102, Nutrition and Food for Children | 3 |
| | | NF 104, Concepts in Nutrition: New Developments | 1 |
| | | NF 110, Sports Nutrition | 3 |
| | | NF 150, Food and Culture | 3 |
| | | Recommended Plan of Study | |
| | | First Semester | units |
| | | Core Course | 3 |

| | |
|-------------------------------------|----------------------|
| Core Course | 3 |
| Option Course | 3-3.5 |
| Course from GE requirement Area A | 3 |
| Course from GE requirement Area D-1 | <u>3</u> |
| Total | 15-16.5 units |
| Second Semester | units |
| Core Course | 3 |
| Core Course | 3 |
| Option Course | 3-3.5 |
| Option Course | 3-3.5 |
| Course from GE requirement Area C | <u>3</u> |
| Total | 15-16 units |
| Third Semester | units |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D-2 | 3 |
| Course from GE requirement Area E | 3 |
| Course from GE requirement Area F | 3 |
| Elective | <u>3</u> |
| Total | 15 units |
| Fourth Semester | units |
| Elective or Option Courses | <u>15</u> |
| Total | 15 units |
| Degree total | 60-62.5 units |

NOTE: See Catalog for exact format and language.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 111 Fundamentals of Nursing Science _____
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESI Achievement Customized exam

3. Materials Fee per student to be charged: \$ 26. ⁴⁰/₁₀₀

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval: Karen W. Courell Bonnie Curry L. Harmon 2/10/11
Faculty Dean Dean-Faculty Date AP&P Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2011

TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P

FROM: Bonnie Curry, Assistant Director, Health Sciences

SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|--|---------|--------------------|
| NS 121 | Obstetrical, Neonatal and Women's Health Nursing | \$24.00 | \$26.40 |

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1.

| | | |
|------------------------------------|--|-------|
| <u>NS 121</u> | <u>Obstetrical Neonatal & Women's Health</u> | |
| Course Number (e.g., Art 3ABR2) | Course Title (e.g., Drawing) | Units |

2. Description of materials for which this fee is being assessed:
HESI Achievement customized exam

3. Materials Fee per student to be charged: \$26.⁴⁰/_{xx}

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:
 - a) materials will be tangible personal property owned or primarily controlled by the individual student,
 - b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
 - c) materials will not be solely or exclusively available from the district, and
 - d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval: Bonnie Curry Faculty Karen W. Coull Dean Shannon AP&P 2/10/11 Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 122 Medical/Surgical Nursing I 5
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESTI Assessment customized exam

3. Materials Fee per student to be charged: \$ 26.40

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval: Bonnie Curry Kam W. Council 12/13/10 L. Hammond 12/14/10
Faculty Dean Date AP&P Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2010
TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P
FROM: Bonnie Curry, Assistant Director, Health Sciences
SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|---|---------|--------------------|
| NS 200 | Nursing Transition Exam for: Obstetrical, Neonatal and Women's Health Nursing | \$24/00 | \$26.40 |
| | Exam for: Self-Care- Fundamentals | \$24.00 | \$26.40 |

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 200 Quising Transition - Obstetrical _____
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESI Achievement customized exam
obstetrics / women's health

HESI Achievement customized exam
See Care - Fundamentals

3. Materials Fee per student to be charged: \$ 26.⁴⁰/₁₀₀ / 26.⁴⁰/₁₀₀

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval:

Bonnie Cunniff
Faculty

Karen W. Council
Dean

2/14/11
Date

Lauren
AP&P

2/10/11
Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2010
TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P
FROM: Bonnie Curry, Assistant Director, Health Sciences
SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|------------------------------------|---------|--------------------|
| NS 231 | Pediatric/Community Health Nursing | \$24.00 | \$26.40 |

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 231 Pediatric/Community Health _____
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESI Achievement customized exam

3. Materials Fee per student to be charged: \$ 26.40

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval:

Bonnie Curry
Faculty

Karen W. Cancell
Dean

2/14/11
Date

AP&P

2/10/11
Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2010
TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P
FROM: Bonnie Curry, Assistant Director, Health Sciences
SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|--|---------|--------------------|
| NS 232 | Psychiatric/Geriatric/Community Health Nursing | \$24.00 | \$26.40 |

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 232 Psychiatric / Geriatric / Community Health _____
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESI Achievement customized exam

3. Materials Fee per student to be charged: \$ 26. ⁴⁰/₁₀₀

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval:

Bonnie Curry
Faculty

Karen W. Cowell
Dean

2/14/11 L. Harmon 2/10/11
Date AP&P Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2010
TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P
FROM: Bonnie Curry, Assistant Director, Health Sciences
SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|-----------------------------|---------|--------------------|
| NS 241 | Medical/Surgical Nursing II | \$41.00 | \$45.10 |

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

MATERIALS FEE

As permitted in Title 5, S59400-59410 and EdCode S76365, the Antelope Valley Community College district has determined that it is appropriate to require students to provide certain instructional and other materials for credit or noncredit courses when such materials are of continuing value to the student outside of the classroom setting, including, but not limited to textbooks, tools, equipment, clothing and materials necessary for vocational training and employment.

Establishment of Materials Fee:

1. NS 241 Medical/Surgery Nursing II _____
Course Number Course Title (e.g., Drawing) Units
(e.g., Art 3ABR2)

2. Description of materials for which this fee is being assessed:

HESI Achievement customized exam

3. Materials Fee per student to be charged: \$ 45.10
xx

4. Please confirm that the proposed materials fee meets all criteria below by checking each box*:

- a) materials will be tangible personal property owned or primarily controlled by the individual student,
- b) materials shall be procured or possessed as a condition of registration, enrollment or entry into a class and necessary to achieve the required objectives of a course,
- c) materials will not be solely or exclusively available from the district, and
- d) materials may be taken from the classroom setting and are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of the course.

Approval: Bonnie Curry Karen W. Cowell 2/14/11 L. Salmon 2/10/11
Faculty Dean Date AP&P Date

*Please attach a rationale for any of the four criterion above if there is any doubt as to whether that criterion is met. Refer to the AVC Material Fees Policy and Procedures and the Chancellor's Office guidelines on Instructional and Other Required Materials in the AP&P Resource Book for help in determining materials eligible for student reimbursement.



ANTELOPE VALLEY COLLEGE

DATE: December 13, 2010
TO: Maria Clinton, Co-chair, AP&P
Sharon Lowry, Co-chair, AP&P
FROM: Bonnie Curry, Assistant Director, Health Sciences
SUBJECT: Increase in Instructional Materials Fees

The instructional materials fee for the classes listed in this memo must be increased to cover the full cost of the achievement exams given in each class. There was an increase in the cost of the exams. The materials fee meets the four criteria in the following manners:

- a. The achievement exams are owned by the student and controlled by the individual student.
- b. The achievement exams are measures of student success in the courses; therefore, they are required to achieve the objectives of the courses.
- c. The achievement exams are proprietary materials not available from the district.
- d. The achievement exams generate performance reports that supply students with valuable information about their strengths and weaknesses in achieving the objectives of the courses.

Classes affected by the increase in the cost of the achievement exams:

| Course Number | Course Name | Old IMF | IMF as of 2/7/2011 |
|---------------|---------------------------------|---------|--------------------|
| NS 111 | Fundamentals of Nursing Science | \$24.00 | \$26.40 |



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-003
Course Title: Administrative Assistant Applications - online

Instructor (print): _____ Becky and Tony Swaim _____

RECEIVED
MAY 14 2010
BY: *M. Mungie*

Division Faculty Review

Donna May
Faculty Review Signature

DT
Discipline

5-10-10
Date

Approved Denied _____

Reason _____

Mary Anne Holcomb
Faculty Review Signature

Business
Discipline

5/11/2010
Date

Approved Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

B. Bejn
AP&P Representative Signature

05-13-10
Date

Approved Denied _____

Reason _____

Thomas Diehl
Division Dean Signature Date

5.13.10

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-003
TITLE: Administrative Assistant Applications
INSTRUCTOR: Becky and Tony Swaim
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: This course helps students discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. The students will determine how economic forecasting and the world economy affect an enterprise as well as understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting. Participants will also learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction. Students will gain an understanding of the fundamentals of business law, contracts, and the principal-agency relationship; discover the forms of business organization and learn about ethics and organizational politics; and understand the basics of international business. This course may help students prepare for the internationally-recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

INSTRUCTOR BIOGRAPHY: Becky and Tony Swaim have helped thousands of clients, colleagues, and students reach organizational and personal goals. Working in the medical, manufacturing, and education fields, the Swaims manage a successful consulting firm in Southern California. Starting her career as a medical administrative assistant, Becky provides assistance as a program manager to various medical practices and has managed a large staff in the medical reimbursement field. Becky earned a Bachelor of Arts degree in Speech Communication from California State University, Long Beach. Tony Swaim has been an accomplished online instructor since 1998. His industry experience includes twenty years of medical device manufacturing management. Tony's consulting areas are project management, customer service, total quality and supply chain management. He earned an MBA from California State University, Long Beach, and holds professional certifications in five disciplines.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online

Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered? Independent study _____
Online instructor X _____
Asynchronous Only X _____
Synchronous Only _____
Synchronous and Asynchronous X _____
Number of required sessions 12 _____
Hybrid N/A _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed: www.avc.edu/academics/ccsm

Enrollment: Start dates Once a Month _____ Open Y N



~~PEBS-117~~

OLBS.101-003

24 hrs.
\$60 → \$95
our cost fee chgd.

Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

~~OLBS-003~~

Courses > Business Administration > Administrative Assistant Applications

Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction.



Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover the forms of business organization and learn about ethics and organizational politics; and understand the basics of international business. Find out how you can successfully plan and exercise control, discover how problem solving and decision making can increase your efficiency and effectiveness, and explore various organizing principles. See the difference between motivation and leadership, discover how to increase creativity, find out how marketing differs from sales, and learn of the finer points of operations management. Understand why effective change management is so vital, and determine how to recruit, evaluate, select, and train team members.

This course may help you prepare for the internationally-recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

Search for Co

Enrol

Instructor

Requir

Syll

Student

Recommen



This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be **Becky and Tony Swaim.**



Becky and Tony Swaim have helped thousands of clients, colleagues, and students reach organizational and personal goals. Working in the medical, manufacturing and education fields, the Swaims manage a successful consulting firm in southern California. Starting her career as a medical administrative assistant, Becky provides assistance as a program manager to various medical practices and has managed a large staff in the medical reimbursement field. Becky earned a Bachelor's of Arts degree in Speech Communication from California State University, Long Beach. Tony Swaim has been an accomplished online instructor since 1998. His industry experience includes twenty years of medical device manufacturing management. Tony's consulting areas are project management, customer service, total quality and supply chain management. He earned an MBA from California State University, Long Beach and holds professional certifications in five disciplines.

To purchase this course, click the Enroll Now button below:

[Enroll Now](#)

Requirements:

Completion of Becky and Tony Swaim's *Administrative Assistant Fundamentals* course (or equivalent experience). Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

Week One**Wednesday - Lesson 01**

Since many organizations are going global, you can increase your value by knowing what's taking place in the world economy. In our opening lesson, we'll define the phrase "world economy" and then present the concepts of business cycles and economic growth. You'll learn the differences between gross domestic product (GDP) and gross national product (GNP) and macro and microeconomics. At the end of the lesson, you'll discover the importance of economies of scale and the experience curve, and you'll see how econometric forecasting helps you determine the future.

Friday - Lesson 02

In this lesson and the one that follows, we'll emphasize accounting and financial concepts and fundamentals to help you increase your readiness to use financial information. You'll gain a strong foundation by learning about the general ledger, by seeing the difference between accounting and bookkeeping, and by investigating the different types of accounting. We'll demystify debits and credits and present the accounting equation as a cornerstone of all modern accounting systems.

Week Two**Wednesday - Lesson 03**

Now that you've absorbed the basics of accounting, it's time to learn how to apply financial information. We'll start off by reviewing two vital financial statements that you will find at nearly every organization—the balance sheet and the income statement. Next, you'll find out how to account for inventories and then discover the significance of cash flow. By the end of the lesson, you'll clearly understand how sound cash management helps companies stay on the right path.

Friday - Lesson 04

Administrative assistants need to know the basics of business law. While we don't expect any of you to become lawyers, we do want to make sure you have a good grasp of key legal concepts, such as the principal-agency relationship and the basics of contracts. We'll start things off by looking at the idea of law, going through an overview of the legal

system, and discussing the essence of commercial law. We'll tackle the essentials of contracts, such as the elements and the various types, and finish up by discussing Article 2 of the Uniform Commercial Code.

Week Three

Wednesday - Lesson 05

In today's lesson, we'll examine the four most popular organizational forms: sole proprietorship, general partnership, limited partnership, and corporation. You'll learn all about organizational politics, and see that wherever people work together, you'll find politics. We'll also touch on business ethics, a critical concept that has received much attention in recent years.

Friday - Lesson 06

Firms are pursuing international business at rapid rates. After you complete today's lesson, you'll know where to look to help your company meet their international business objectives. We'll explore the origins, characteristics, and definition of international business. You'll learn of the various ways to get started with international operations, including exporting and joint ventures. We'll conclude by exploring how international business varies by key area, including economic, political, legal, culture, technology, and demographic considerations.

Week Four

Wednesday - Lesson 07

Life is filled with opportunities, problems, and choices. When you effectively plan and control your activities, and also make timely decisions and solve problems, you become a valued asset. We'll look at the ins and outs of planning because just about everything you do begins with a plan. We'll help you learn about the counterpart of planning: control. By the time you finish Lesson 7, you'll know all about problem solving and be able to apply a model of decision making.

Friday - Lesson 08

Organizing is a critical topic that many companies struggle with. In this lesson, you'll discover how resources are organized so employees can productively perform job duties and complete tasks. We'll begin by studying the purpose of organization and examining several coordinating principles, including authority, power, and span of control. You'll learn the purpose of the staffing function and how to evaluate such key elements as recruitment, selection, appraisal, and development. We'll conclude this lesson by looking at six different forms of organizational charts.

Week Five

Wednesday - Lesson 09

It's often said that motivation and leadership are two sides of the same coin. It's difficult to have one and not the other. Today, we'll begin by defining motivation and exploring four theories of motivation, and then we'll move into leadership. You'll learn about the different types of leadership and discover the difference between delegation and empowerment. We'll also examine creativity and help you see how you can increase your creativity levels.

Friday - Lesson 10

We find that most people believe marketing is either advertising or selling. Our primary objective in today's lesson is to make sure that you clearly understand the distinction between marketing, advertising, and sales. You'll discover what it means to be consumer oriented. Also, you'll learn how to apply the four Ps (product, place, price, promotion) and see how these variables work together to form marketing strategies.

Week Six

Wednesday - Lesson 11

Operations management is one of the unheralded activities at a company. The folks that work in this area don't receive much credit and don't lead a glamorous life. They're the behind-the-scenes people that keep the ball rolling so that customers are happy and the company makes profits. Today, we'll explore the diverse nature of operations management and see how selecting, designing, operating, controlling, and updating play an important role in all operating systems. We'll explore such key concepts as forecasting, capacity, and make-or-buy analysis, as well as discussing their importance.

Friday - Lesson 12

In our final lesson, we'll discuss why change is so important, review why people are reluctant to change, and explore strategies that can help you overcome resistance to change. We'll help you establish a winning team and lead you through the stages of recruiting, evaluating, and selecting team members. We'll explore the concepts of a core team, extended team, and the overly important team. We'll finish up by discussing the complete performance planning process, including how to address performance problems and how to make reviews more meaningful.

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "I enjoyed the course, learned a lot, and felt it was presented well."
- "I feel that the course and instructors were completely in line with my expectations and were very "user friendly" in each section of this course!"
- "I felt the course had many avenues of information and gave me a well rounded experience and will be very useful."
- "I found that I could take any subject from the lessons and apply it to my tasks at work or knew of a situation where the subject applied; it was fascinating to look at things in a new way and understand why managers/supervisors operate the way they do."
- "I found the class to be very informative and helped me to see a lot of things in my day to day work in a new light. I believe this class will not only help me to understand my office better but also help me in my goal to seek out new adventures in a different job."
- "I really enjoyed this course, actually the series of courses and feel as though I can use this information on the job. Thanks so much."
- "Recently I took a test for a position as a senior purchasing clerk for the school district here. On the test were several questions regarding leadership theory and practices, as well as general office procedures. I just wanted to say that for the most part, the questions asked fell right in line with what you presented in this class, and the previous fundamentals class. The material fell right in line with the real life scenarios that were presented on the test, and the actions that were expected as a supervisor. Kudos to you."
- "This course gave me insight to the business world. Thank you for presenting the

material in such an enjoyable and easy to understand format."

- "This was a very informative and useful course for any person who owns a business or works in a business environment."
- "This was my first time taking an online course and I have to admit I really enjoyed it. I had to get used to reading from the computer and making sure I completed th assignments on time, but it was great. I know that I will be taking more online courses."

To purchase this course, click the Enroll Now button below:

Enroll Now

Recommended Courses:

Students who enrolled in Administrative Assistant Applications were also interested in the following courses:

[Administrative Assistant Fundamentals](#)

[Mastery of Business Fundamentals](#)

Return to the **[Business Administration](#)** Department

View **[Other Departments](#)**

[Home](#) • [Courses](#) • [Orientation](#) • [Classroom](#) • [Help](#) • [Contact](#) • [About Us](#) • [News](#) • [Demo](#) • [FAQ](#)

Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-011
Course Title: Creating a Successful Business Plan - online

RECEIVED
FEB - 8 2011
BY: *M. J. ...*

Instructor (print): Carol Parenzan Smalley

RECEIVED
AUG 3 2010
BY: *M. J. ...*

Division Faculty Review

Donna May
Faculty Review Signature

OT
Discipline

5-10-10
Date

Approved Denied _____

Reason _____

R. Moore
Faculty Review Signature

CA / Acct / Bus
Discipline

5/10/2010
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

CA / BUS
Discipline

19 MAY 10
Date

Approved Denied _____

Reason _____

Maryloue Holcomb
Faculty Review Signature

Business / mgmt
Discipline

5/19/2010
Date

Approved Denied _____

Reason _____

BT Byn
AP&P Representative Signature

08-24-10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

8.31.2010
Date

Approved Denied _____

Reason _____



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-011
TITLE: Creating a Successful Business Plan
INSTRUCTOR: Carol Parenzan Smalley
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: In this course students will learn how to turn their business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of the instructor and a network of like-minded students, students will work through all of the major components of a business plan and emerge with their first draft in hand. Most importantly, they will have completed the first--and most difficult--step on the path to small business success.

INSTRUCTOR BIOGRAPHY: Carol Parenzan Smalley is an entrepreneur and educator with a degree in engineering and over 20 years of business experience. She acts as a consultant to both small businesses and to business writers, has more than thirteen years of experience teaching college-level entrepreneurial courses, and is the former editor of the world's largest customer relationship management online community.

SPECIAL NEEDS: N/A

- Facilities:
- Audio/Video:
- Other:
- Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered? Independent study _____
Online instructor X
Asynchronous Only X
Synchronous Only _____
Synchronous and Asynchronous X
Number of required sessions 12
Hybrid N/A
Number of required sessions online vs. face-to-face _____

Portal used, web address listed: www.avc.edu/academics/ccsm
Enrollment: Start dates Once a Month Open N

24 hrs.
#601/95



OLBS.1011-011

Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

Courses > Career Development > **Creating a Successful Business Plan** ~~OLBS-011~~

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success.



Search for Co

Enroll

Instructor

Requir

Syll:

Student

Recommen



This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Carol Parenzan Smalley.



Carol Parenzan Smalley is an entrepreneur and educator with a degree in engineering and over 20 years of business experience. She acts as a consultant to both small businesses and to business writers, has more than thirteen years of experience teaching college-level entrepreneurial courses, and is the former editor of the world's largest customer relationship management online community.

To purchase this course, click the Enroll Now button below:

Enroll Now

Requirements:

Microsoft Word or other word processing program, Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

Week One**Wednesday - Lesson 01**

In this first lesson, as you take that first step along your entrepreneurial path, you'll meet your instructor and learn about her childhood, growing up in ChocolateTown USA. You'll meet several leading entrepreneurs and determine if you have similar passions and skill sets. And, you'll discover that business plans are not just for funding your dream, but for guiding it along the path to success (as you choose to define it).

Friday - Lesson 02

Today, you'll start to mold your business. You'll develop a vision and a mission for your enterprise. You'll define and refine your product or service, and you'll uncover your niche. This is the fun part of the journey—your only limitation is your imagination!

Week Two**Wednesday - Lesson 03**

We'll focus on the customer in this lesson. Today's successful companies focus not on the products and services that they offer, but on the customers that they serve—on many levels. Together, we'll position your company to be customer-centric. And, you'll learn how to move that customer from satisfied to loyal (and perhaps even an advocate for your business).

Friday - Lesson 04

In this lesson, you'll structure your organization so it's in the best position to provide your product or service to your targeted customers. I'll help you create a board of experts to guide you along your journey. You'll discover the role that change plays in your entrepreneurial evolution. Change is good—it shows that you're thinking!

Week Three**Wednesday - Lesson 05**

Today, we'll explore the plan within the plan—the marketing section of your business plan. We'll lay the foundation for your marketing efforts and we'll define sales and marketing (there is a difference!). We'll also explore the features and benefits of your product or service, and we'll begin the ongoing task of market research. This is where you can differentiate your product or service from that of your competition.

Friday - Lesson 06

For today's lesson, we'll explore three separate areas of marketing. First, you'll learn about your competitors so that you can better position yourself and discover just how solid your business ideas are. We'll discuss one of the most difficult issues of new business—pricing. Finally, we become the SWOT team—analyzing strengths, weaknesses, opportunities, and threats.

Week Four**Wednesday - Lesson 07**

Today, you'll join a panel of outstanding marketing, public relations, and graphics experts who are also entrepreneurs and believe in the power of networking. We'll explore graphic design, logos, image, public relations, and guerrilla marketing. And you'll also discover marketing in action in this lesson.

Friday - Lesson 08

Today, we'll start by hearing Alice in Wonderland explain to the Mad Hatter that, *in a topsy-turvy world, it seems like (you) have to do something wrong first, in order to learn from what not to do. And then, by not doing what (you're) not supposed to do, perhaps (you'll) be right. But (you'd) rather be right the first time, wouldn't you? Confused?* We'll tackle manufacturing and operations concerns in this not-so-topsy-turvy lesson.

Week Five**Wednesday - Lesson 09**

In this lesson, you'll learn that both successes and failures can be tremendous teachers—but you'll have to apply those lessons learned to other life or business ventures. For today's lesson, we'll take a bird's eye view of the financial section of a business plan. We'll also briefly explore the capital equipment list, the balance sheet, and break-even analysis.

Friday - Lesson 10

In this lesson, we'll discuss three additional financial components of the plan. We'll explore the projected income statement (always a fun area!), cash flow, and historical financial records. Be sure to take some time to explore the Supplemental Links area (in this lesson and in all the others) for outstanding online resources.

Week Six**Wednesday - Lesson 11**

Today, we'll continue our focus on money, but from a different perspective than in the previous two lessons. We'll focus on funding and financing opportunities, and by the end of this lesson, you should have a better understanding of financing. You'll also find out where to locate traditional (and not so traditional) sources of funding.

Friday - Lesson 12

In our final lesson, you'll end one journey while beginning another. First, you'll write an outstanding executive summary. We'll discuss a few important document formatting tips, and you'll learn what supporting documents you should add to your final business plan. You now hold all the keys to the doors along your entrepreneurial path. Journey well!

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "I can't begin to tell you how much this course has helped me. For the last 14 years, I have been shying away from writing a "Business Plan." After having everything in place, I still had not written a plan, but alas, now it's done. I just have to refine and get it to read and present professionally."
- "I finally have a three-dimensional package and not just a "thought.""
- "I have a small business and thought I would take this class to start up something new. I now have the knowledge that I would need to tackle that feat. During the lesson on customers, I spider webbed an idea to make my business more customer centric. I simply offered another low overhead service to my largest client. The spider web exercise led to three large markets opening up for me. I am now projecting to gross last year's income times 4. What an investment! Thanks again for the great ideas."
- "My business plan has been a struggle for me; however, I knew the importance of creating my own. Since completing the class and having the printed material to refer to, I know I will have a final first draft that will be useful, inspiring, and a true picture of my company. The class has provided incredible direction to great informational websites that

would have taken me endless hours to locate on my own. I'd like to thank Carol for her excellent presentation and material."

- "Our Business Plan was praised by our lender, who helped provide necessary funding. The Plan proved extremely helpful in ensuring that we considered all the bases before we opened."
- "The course brought up important professional and personal issues. It has been an extraordinary experience and one that I never would have anticipated. It has made a monumental difference in my life and marriage - giving me confidence and energy to move forward in pursuit of my vision."
- "The course was much more than I expected. It taught me much more than how to write a business plan. The course/instructor taught me how to think like an entrepreneur and gave me great advice on how to make my business successful. I was clueless about starting my own business before I completed this course, now I am confident and focused."
- "The scariest part about starting my own business was giving my two-week notice, but with all of the preparation that is shown through our plan, I think it's now going to be the most exciting part."
- "This was a great course and as a business owner, I had an opportunity to see how I could have approached my business differently - do more research about the business and funding."
- "This was a great way to open ones eyes to the realities of becoming an entrepreneur. No one should go into a new business without going through something similar to what this course has to offer. Thank you very much."

To purchase this course, click the Enroll Now button below:

[Enroll Now](#)

Recommended Courses:

Students who enrolled in Creating a Successful Business Plan were also interested in the following courses:

[Introduction to Business](#)

[Start Your Own Small Business](#)

[Business Marketing Writing](#)

[Keys to Successful Money Management](#)

[Employment Law Fundamentals](#)

[Accounting Fundamentals](#)

[Introduction to Business Analysis](#)

[Introduction to Microsoft Excel 2007](#)

[Legal Nurse Consulting](#)

[Marketing Your Business on the Internet](#)

[Introduction to QuickBooks 2007](#)

[Start and Operate your own Home-Based Business](#)

[Workers' Compensation](#)

Return to the **[Career Development](#)** Department

View **[Other Departments](#)**

[Home](#) • **[Courses](#)** • **[Orientation](#)** • **[Classroom](#)** • **[Help](#)** • **[Contact](#)** • **[About Us](#)** • **[News](#)** • **[Demo](#)** • **[FAQ](#)**

Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____
AP&P Denial:
Date: _____
Reason: _____

RECEIVED
FEB - 8 2011
BY: *Mauwagi*

Course No. OLBS.1011-005
Course Title: Going Green at the Workplace - online

Instructor (print): Brad Bergman

RECEIVED
SEP - 1 2010
BY: _____

Division Faculty Review

Donna Meyer
Faculty Review Signature

OT
Discipline

5-10-10
Date

Approved Denied _____

Reason _____

K E Moore
Faculty Review Signature

CA/ACCT/BUS
Discipline

5/10/2010
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

CA/BUS
Discipline

19 MAY 10
Date

Approved Denied _____

Reason _____

Maryanne Holcomb
Faculty Review Signature

Business/management
Discipline

5/19/2010
Date

Approved Denied _____

Reason _____

B. Bergman
AP&P Representative Signature

08-24-10
Date

Approved Denied _____

Reason _____

Thomas Diehl
Division Dean Signature

8-30-2010
Date

Approved Denied _____

Reason _____



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-005
TITLE: Going Green at the Workplace
INSTRUCTOR: Brad Bergman
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 – 25

DESCRIPTION OF OFFERING: Students will learn how to position their business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. In this course, participants will discover how to save energy, save money, and reduce your carbon footprint, all at the same time. First, students will discuss how to trim their energy costs without reducing your productivity by making their lighting, HVAC, and building control systems more efficient. After that, students will explore ways to cut your water bill and look at waste reduction strategies that can save you money while helping you move toward a sustainable business model. Participants will also delve into transportation and shipping, examining the benefits of alternative fuels, hybrids, and all-electric vehicles. Next, participants will get a primer on renewable energy and learn how to integrate wind and solar power into your energy use plan. Students will also learn about buying green power, carbon offsets, and renewable energy credits. And finally, students will get the information you need about LEED accreditation and how to measure and manage your carbon emissions in order to comply with any eventual carbon tax or cap-and-trade system. Throughout the course, participants will examine real-world examples of energy-saving solutions and find out how to calculate the costs, benefits, and paybacks of these projects. Students will also learn how to communicate the environmental benefits of your actions to your customers and your business partners, transforming your business into a leader in the green economy.

INSTRUCTOR BIOGRAPHY: Brad Bergman has spent his entire career working with low-carbon technologies. He has experience generating both nuclear power and utility-scale solar-thermal power. He has also helped numerous businesses and local governments implement energy-saving sustainability strategies as a demand-side energy management specialist. His formal education includes both Mechanical Engineering and Information Technology, and he holds an MBA with a specialization in Technology Management. Brad currently works as a renewable energy professional and teaches classes as an adjunct professor.

SPECIAL NEEDS: N/A
Facilities:
Audio/Video:
Other:

Need software installed:

ITS notified:

Date _____

Signature _____

ONLINE CLASS:

Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered?

Independent study _____

Online instructor _____

Asynchronous Only _____

Synchronous Only _____

Synchronous and Asynchronous _____

Number of required sessions 12 _____

Hybrid N/A _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed: www.avc.edu/academics/ccsm

Enrollment: Start dates Once a Month _____

Open N

24 hrs.
\$60
\$95

OLBS.101-005

[Home](#) | [Returning Student](#) | [Participating Schools](#) | [Course Catalog](#) | [Join Our Network](#) | [Teach With Us](#) | [Help](#)

Going Green at the Workplace

OLBS-005

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. In this course, you'll discover how to save energy, save money, and reduce your carbon footprint, all at the same time.



First, we'll talk about how you can trim your energy costs without reducing your productivity by making your lighting, HVAC, and building control systems more efficient. After that, we'll explore ways to cut your water bill and look at waste reduction strategies that can save you money while helping you move toward a sustainable business model. We'll also delve into transportation and shipping, examining the benefits of alternative fuels, hybrids, and all-electric vehicles.

Next, you'll get a primer on renewable energy and learn how to integrate wind and solar power into your energy use plan. You'll also learn about buying green power, carbon offsets, and renewable energy credits. And finally, you'll get the information you need about LEED accreditation and how to measure and manage your carbon emissions in order to comply with any eventual carbon tax or cap-and-trade system.

Throughout the course, you'll examine real-world examples of energy-saving solutions and find out how to calculate the costs, benefits, and paybacks of these projects. You'll also learn how to communicate the environmental benefits of your actions to your customers and your business partners, transforming your business into a leader in the green economy.

Search for Courses:

[Why ed2go?](#)
(brief movie)

This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Brad Bergman .



Brad Bergman has spent his entire career working with low-carbon technologies. He has experience generating both nuclear power and utility-scale solar-thermal power. He has also helped numerous businesses and local governments implement energy-saving sustainability strategies as a demand-side energy management specialist. His formal education includes both Mechanical Engineering and Information Technology, and he holds an MBA with a specialization in Technology Management. Brad currently works as a renewable energy professional and teaches classes as an adjunct professor.

Please [click here](#) to take this course through an accredited college or university in your community.

Or, click the **Enroll Now** button below:

[Enroll Now](#)

Requirements:

Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Syllabus:

A new section of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Week One**Wednesday - Lesson 01**

In our first lesson, you'll discover the reasons why going green makes sense for financial as well as environmental reasons. You'll also learn the difference between conservation and efficiency and find out why creating a green workplace doesn't mean sacrificing comfort or productivity.

Friday - Lesson 02

Today you'll find out how to calculate the energy and dollar savings of any green projects you're thinking of undertaking. In addition, we'll talk about energy efficiency initiatives that can dramatically cut the costs of your green projects.

Week Two**Wednesday - Lesson 03**

The easiest green projects are lighting changes, so what better place to start? In today's lesson, you'll find out why CFLs (compact fluorescent lightbulbs) are better than incandescent bulbs and easier on your balance sheet. In addition, you'll learn how to make your overhead fluorescent lights cheaper and more efficient. Finally, we'll delve into the pros and cons of CFLs, so you'll have the whole picture when it comes to green lighting technology.

Friday - Lesson 04

Green lighting starts with replacing bulbs or fixtures, but it doesn't end there. In this lesson, you'll learn about the additional energy and money savings you can achieve with timers, de-lamping, and occupancy sensors. We'll also talk about the cheapest source of lighting—daylight—and how you can make much better use of it. And last, we'll look at the future of lighting: the light emitting diode, or LED.

Week Three**Wednesday - Lesson 05**

HVAC means *heating, ventilation, and air conditioning*—and if your business is typical, it's where the bulk of your energy bill goes. Today we'll talk about how your HVAC system works and look at smart ways to cut costs without reducing your employees' comfort one bit. (Really!)

Friday - Lesson 06

In this lesson, we'll explore your building from top to bottom as we look at its *envelope*—the roof, walls, and windows that keep the outside and inside apart. You'll discover ways to tweak each of these elements so you can cut costs and reduce energy waste. We'll even talk about bringing your landscaping into the energy-saving picture.

Week Four**Wednesday - Lesson 07**

Cars and trucks help keep our businesses running—without them, our employees couldn't get to the office! But transportation is a big culprit when it comes to carbon emissions, so it's a good place to make green changes.

Today we'll compare the benefits of diesel and gas, explore a variety of alternative fuels and energy-saving vehicles, and find out how your workplace schedule affects your employees' carbon footprints.

Friday - Lesson 08

Water is blue, but saving water is a green idea. In this lesson, we'll tour your facilities, from the bathrooms to the air conditioners to the landscaping, and talk about ways to save water (and money) in each location.

Week Five

Wednesday - Lesson 09

The green movement started with three simple ideas: Reduce, Reuse, and Recycle. In this lesson, we'll look at how you can put these three R's to work in ways ranging from redesigning your packaging to going paperless in the office to using recycled raw materials. And here's some great news: You'll often save money in the process.

Friday - Lesson 10

They look innocent, but those monitors, computers, servers, faxes, DVD players, and vending machines are probably sucking up more of your power than they should. Today we'll explore how to tame power-eating office equipment, take a peek at the *smart* appliances of the future, and discover methods for slaying the power vampires in your office.

Week Six

Wednesday - Lesson 11

Can you generate your own *green* power? Yes—and in this lesson, you'll find out just how to do it. We'll look at how to integrate renewable energy sources into your electricity supply, and explore everything from solar power to *small wind*.

Friday - Lesson 12

In our final session together, we'll talk about more actions and certifications that can help you prove your green credentials to your customers. We'll start by looking at the LEED building standards, move on to RECs and SRECs and carbon offsets, and finish up with a look at emissions inventories, ISO standards, and other up-and-coming green trends.

Please [click here](#) to take this course through an accredited college or university in your community.

Or, click the **Enroll Now** button below:

[Enroll Now](#)

Student Reviews:

Recommended Courses:

Students who enrolled in Going Green at the Workplace also enjoyed the following courses:

- [Managing Customer Service](#)
- [Start Your Own Small Business](#)
- [Creating a Successful Business Plan](#)
- [Leadership](#)
- [Fundamentals of Supervision and Management](#)



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-007
Course Title: Introductions to Stock Options - online

Instructor (print): Mark Quinn

Division Faculty Review

RECEIVED
MAY 12 2010
BY: Mauricio
Date: 5/10/10

Danna Meyer
Faculty Review Signature

OT
Discipline

Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

Accounting
Discipline

5/11/10
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

Real Estate / Sect
Discipline

5/11/10
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

ACCT
Discipline

5/11/10
Date

Approved Denied _____

Reason _____

[Signature]
AP&P Representative Signature

05-11-10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

5.10.10
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-007
TITLE: Introduction to Stock Options
INSTRUCTOR: Mark Quinn
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: In this course students will learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Participants will gain knowledge in how to protect their portfolio and profit in a down market, an up market, or even a flat market. Students will also learn to leverage their investment dollars for potential profits that surpass those possible with stocks.

INSTRUCTOR BIOGRAPHY: Mark Quinn has actively traded options for almost 20 years. He is a disciple of option guru Lawrence McMillan, and has participated in numerous stock option seminars sponsored by the Chicago Board of Options Exchange and Options Industry Council. Years of study and experience have given Mark a keen understanding of stock options. Mr. Quinn has conducted training classes from Tokyo to the San Francisco bay area. He holds an MS degree in Distance Teaching and Learning from California State University.

SPECIAL NEEDS: N/A
Facilities:
Audio/Video:
Other:
Need software installed:

ITS notified: Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered? Independent study
Online instructor X
Asynchronous Only X
Synchronous Only
Synchronous and Asynchronous X
Number of required sessions 12
Hybrid N/A
Number of required sessions online vs. face-to-face

Portal used, web address listed: www.avc.edu/academics/ccsm
Enrollment: Start dates Once a Month Open X N



24 hrs.
#60 for

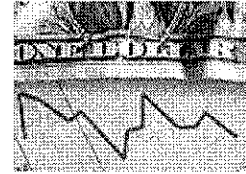
Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

OLBS.1011-007

Courses > Personal Finance & Wealth Building > Introduction to Stock Options

~~OLBS-007~~

Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.



Search for Co

Enrol

This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Mark Quinn.

Instructor

Requir

Syll

Student

Recommen



Mark Quinn has actively traded options for almost 20 years. He is a disciple of option guru Lawrence McMillan, and has participated in numerous stock option seminars sponsored by the Chicago Board of Options Exchange and Options Industry Council. Years of study and experience have given Mark a keen understanding of stock options. Mr. Quinn has conducted training classes from Tokyo to the San Francisco bay area. He holds an MS degree in Distance Teaching and Learning from California State University.



To purchase this course, click the Enroll Now button below:

Enroll Now

Requirements:

Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each

course at least two months apart.

Week One

Wednesday - Lesson 01

In our first lesson, we'll go over what options are, where they come from, and why it's worth your time and effort to learn about them. After we dissect the formal definition of an option, we'll then go over some easy-to-understand examples to drive home each element of that definition.

Friday - Lesson 02

Every investment specialty has its very own jargon and particular way of handling business. Options are no exception. In this lesson, we'll discuss many of the option peculiarities. Did you know that each option has its own unique symbol? We'll clear up any mystery about how those option symbols are constructed. When you finish this lesson, you'll be able to identify any option just by looking at its symbol.

Week Two

Wednesday - Lesson 03

One of the most important things to consider before you buy anything is its price. Option pricing is, therefore, very important, and in this lesson, we'll explore where to find those prices, what they look like, and how to interpret each element you'll find in an option pricing chart. When you finish this lesson, you'll be well on your way to being what I call a good *Option Detective*.

Friday - Lesson 04

It's one thing to know an option's price, but quite another to know if that price is reasonable and fair. In this lesson, we'll take a look under the hood of option pricing so you understand what contributes to option value. Knowing what makes one option more expensive than another is all part of understanding the essentials of option pricing. When you finish this lesson, you'll know there are over-priced and under-priced options, and you'll know which are which before you trade.

Week Three

Wednesday - Lesson 05

In today's lesson, we'll go over an easy graphing system that will illustrate what kind of profit or loss may be possible when you trade any option. The beauty of these graphs is how they bring clarity to even a very complex option strategy. With this knowledge, you'll enter any option trade fully aware of potential risk and reward. You'll also know precisely where your break-even point is, and this all contributes to a fully informed trading experience.

Friday - Lesson 06

Today we'll begin by examining the differences between stocks and options, and then we'll focus on the advantages of options. Then we'll take an in-depth look at the first basic option strategy—the long call. When you finish this lesson, you'll know the best way to profit when you think a stock price is headed up. Further, you'll understand which option to buy depending on how bullish you are about that price movement.

Week Four

Wednesday - Lesson 07

In this lesson, we'll go over where options come from and how you can, if you want, create them yourself by selling call options. This is called *naked call writing*, and it's one way you can use options to profit when you think a stock price is going to hold steady or drop. You'll learn the risk inherent in this strategy and what it means to be *assigned*.

Friday - Lesson 08

We'll spotlight *covered calls* in this lesson. This strategy involves selling call options on stock you already own. This is a very popular way for making a profit even when your stock's price isn't going up. You'll learn the how, when, and whys of this essentially conservative strategy in one easy lesson.

Week Five

Wednesday - Lesson 09

Certain options profit when a stock drops, and in today's lesson, you'll get to know the *put option*, a powerful type of option employed for this purpose. In many ways, the put option is the mirror image of the call option. The versatility of the put option impresses a great many students.

Friday - Lesson 10

Few investors know the benefits, much less the in and outs, of selling put options, but in today's lesson, you'll get to know both. Known as *writing naked puts*, you can also utilize this strategy as a way to purchase stock for less. There's something to be said for collecting your profit up front and putting that money to use immediately, too.

Week Six

Wednesday - Lesson 11

We'll reinforce the beauty of options in this lesson by introducing three combination strategies—the *bull spread*, the *bear spread*, and the *long straddle*. This taste of more advanced option strategies may whet your appetite for other more esoteric combinations, and there are plenty. After you finish this lesson, you'll have a good sense of what you can achieve using option combo strategies for profitable trades.

Friday - Lesson 12

In our final lesson, we'll pull everything you've learned together into one cohesive overview. It's helpful to review the knowledge-building process you completed and to see how each building block supported the next. In this lesson, you'll also get to know the *market sentiment* and how it influences which option strategy is appropriate and when. Finally, we'll review the concept of risk and go over how it's an integral consideration when you're thinking about any option investment strategy.

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "Being a conservative investor, stock options are one of several types of investments that over the years I have neglected. Still my curiosity for at least knowing what stock options are and their use by investors did arouse my interest. I found Mr. Quinn's Introduction to Stock Options to be a very informative and well-organized course. As important, Mr. Quinn also presented various strategies employing stock options that displayed their flexibility to be tailored to suit investors of every risk level tolerance. I thoroughly enjoyed the course and found it most interesting. I feel most fortunate to have taken this course and look forward to further study on my own with the background Introduction to Stock Options provided."

- "First, I had no knowledge about stock options before taking this course but now I feel comfortable applying the skills and knowledge I've learned. Thank you so much, Mark. Keep up the good job."
- "I enjoyed this class immensely, simply because you made it as easy as possible to understand this whole new world of stock options. I enrolled in this course because I wanted to learn more about investing my stock shares, and found another avenue altogether. Thank you very much, Mark. I thoroughly enjoyed the course."
- "Mark has a knack for tackling the complex and often daunting subject matter and breaking it down into its simplest parts. I had taken stabs at learning about options trading in the past, only to quickly retreat, feeling overwhelmed and dumb. Because of Mark, I was able to understand for the first time what was going on. He is a wealth of knowledge and experience, responds promptly and directly to questions, is never condescending, is easily approachable, and is eager for our success. I would definitely sign up for any other investment class he might teach in the future."
- "Mark has been a great instructor! His real life experiences gave credibility to the whole course. His examples, his warnings, and his lists of reference materials truly helped build my interest and confidence in options trading. I am excited, as he predicted, to be involved in this aspect of investing."
- "This course has been a tremendous introduction for beginners like me. It's provided real value. You've done a great job of introducing and explaining a complex topic. Thanks a lot for the help!"
- "This course was excellent. It met my needs and allowed me to accomplish my goals for taking the course. Mark's expertise and enthusiasm for the topic were very motivating. Thanks for a wonderful intro to stock options."
- "This is a course I should have taken a long time ago. All I can say is that it is perfect. I hope you offer an advanced class in the future."

To purchase this course, click the Enroll Now button below:

Enroll Now

Recommended Courses:

Students who enrolled in Introduction to Stock Options were also interested in the following courses:

Personal Finance

Real Estate Investing

Stocks, Bonds, and Investing: Oh, My!

Where Does All My Money Go?

Return to the **Personal Finance & Wealth Building** Department

View **Other Departments**

[Home](#) • [Courses](#) • [Orientation](#) • [Classroom](#) • [Help](#) • [Contact](#) • [About Us](#) • [News](#) • [Demo](#) • [FAQ](#)

Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

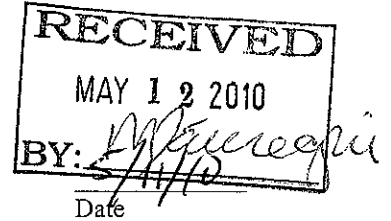
AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-008
Course Title: Keys to Successful Money Management - online

Instructor (print): _____ Kirsten Iseminger _____

Division Faculty Review



[Signature]
Faculty Review Signature

Accounting
Discipline

Approved Denied _____

Reason As long as there is no pitch to buy life insurance at the end.

[Signature]
Faculty Review Signature

RE/ACCT
Discipline

5/11/10
Date

Approved Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

05-11-10
Date

Approved Denied _____

Reason —

[Signature]
Division Dean Signature

5.11.10
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-008
 TITLE: Keys to Successful Money Management
 INSTRUCTOR: Kirsten Iseminger
 HOURS: 24 hrs. ENROLLMENT FEE: \$95
 MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 – 25

DESCRIPTION OF OFFERING: In this course, a certified financial planner will walk students through the steps needed to achieve true financial success. Students will become comfortable with the broad array of investment choices available right now, and then discover the best ways to acquire and accumulate both cash and real property. Participants will discuss the tax implications of investment decisions, along with steps that can be taken to protect any wealth acquired.

INSTRUCTOR BIOGRAPHY: Kirsten Iseminger has been a Financial Advisor since 1990 and worked for years in one of the world's largest financial institutions. Her clients have included small business owners, high-level executives, and individuals who wanted their wealth to grow. To further her expertise in the financial planning industry and to achieve the highest recognition available for financial planners, Kirsten successfully completed the education and examination process necessary to become a Certified Financial Planner.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
 Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered? Independent study _____
 Online instructor X _____
 Asynchronous Only X _____
 Synchronous Only _____
 Synchronous and Asynchronous X _____
 Number of required sessions 12 _____
 Hybrid N/A _____
 Number of required sessions online vs. face-to-face _____

Portal used, web address listed: www.avc.edu/academics/ccsm
 Enrollment: Start dates Once a Month _____ Open N



24 hrs
860/95

OLBS.1011-008

Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

Courses > Personal Finance & Wealth Building > Keys to Successful Money Management

~~OLBS-008~~

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most of us don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed.



Search for Co

Enroll

Instructor

Requirements

Syllabus

Student

Recommendations



You've probably heard amazing stories of people amassing untold fortunes with seemingly little effort, finding financial freedom through the magic of day trading, shorting stocks, buying and selling commodities, playing the slots, flipping real estate, or some other fad of the moment. These stories sound too good to be true, and that's because they are. All of those get-rich-quick schemes have three things in common: they're unsafe, they're unpredictable, and they tend to produce far more losers than they do winners.

The truly wealthy do not rely on risky games of chance and raw luck to build their fortunes--they focus on creating wealth out of what they already have. If you're serious about living a better life by tapping into your unfulfilled potential, we'll show you the way.

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You'll become comfortable with the broad array of investment choices available to you right now, and you'll discover the best ways to acquire and accumulate both cash and real property. We'll also discuss the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Kirsten Iseminger.



Kirsten Iseminger has been a Financial Advisor since 1990 and worked for years in one of the world's largest financial institutions. Her clients have included small business owners, high-level executives, and individuals who wanted their wealth to grow. To further her expertise in the financial planning industry and to achieve the highest recognition available for financial planners, Kirsten successfully completed the education and examination process necessary to become a Certified Financial Planner.

To purchase this course, click the Enroll Now button below:

Enroll Now

Requirements:

Internet access, e-mail, and the Netscape or Firefox or Internet Explorer Web browser.

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

Week One**Wednesday - Lesson 01**

In this course, you'll discover the keys to achieving financial freedom steadily and successfully. You'll learn how to make financial discipline and wise financial choices a natural part of your life. Our journey begins today with an overview of the five steps of financial planning.

Friday - Lesson 02

How much money do you actually have and where is it all going? You have to be able to answer these questions before you can create a financial plan. So, in this lesson, we'll work on organizing your financial life. You'll create an organized filing system, get a handle on your spending, and learn how valuable cash flow statements, budgets, and balance sheets are to financial success. Don't worry; it's not as hard as it sounds!

Week Two**Wednesday - Lesson 03**

There are three types of investment money: short-term, intermediate, and long-term. We'll start this lesson with a look at short-term money and the purpose it serves. This is money you would set aside for something specific in the near future like buying a car, making a down payment on a house, or paying off interest-free debt. You'll learn the trade-off between investment risk and investment reward and see why it takes more than putting your money in a savings account to get rich.

Friday - Lesson 04

In this lesson, you'll learn how a combination of stocks, bonds, and mutual funds will help you build wealth. You'll also see how investment risk correlates with investment return. Then you'll discover how time mitigates higher-risk investments, making them an excellent choice if you've got enough time and want to see double-digit returns.

Week Three**Wednesday - Lesson 05**

Saving money to fund a college education is a common financial goal. So, today we'll talk about the pros and cons of the different education savings plans that are out there. By the end of this lesson, you'll be the neighborhood expert on saving for college!

Friday - Lesson 06

Most people's number-one financial goal is saving for retirement. Social Security alone won't cover the bills. Some of us have employer pension plans, but many of us have to figure out how we'll make up the shortage once we stop working. This lesson is about

taking care of yourself in retirement. We'll examine retirement savings plans and discover why they're a great place for your cash investments.

Week Four

Wednesday - Lesson 07

Up to now, this course has been about accumulating cash assets. Today we'll learn how real property assets complement your wealth. Real property assets are things you can feel, see, and touch (such as land or precious metals). When you complete this lesson, you'll know the challenges and benefits of owning real property.

Friday - Lesson 08

Since most of us don't have enough to buy a house with cash, we need someone to lend us money. Going to the bank for a loan isn't as simple as walking in and filling out an application. Completing an extensive questionnaire about your income, debts, and job history is part of the loan process, but there's more. You need to decide which kind of mortgage to apply for. Just like there are a number of ways to order coffee from your favorite barista, there are a number of ways to finance a house. In this lesson, you'll learn about the different loan types, understand why some cost more (or less) than others, and figure out which loan program is best for you.

Week Five

Wednesday - Lesson 09

Almost all of us have credit cards in our wallets. And most of us are plagued by consumer debt. Credit cards, car loans, car leases, and in-store financing are where consumer debt builds up. But today you'll learn how to use these forms of financing to maximize your wealth.

Friday - Lesson 10

As you accumulate wealth, it's important to protect it against loss. We buy car insurance in case of car crashes, homeowners insurance in case of damage or destruction to our houses, and health insurance to help with the rising cost of medical care. These are obvious assets to protect, but what about your most valuable asset: your ability to earn an income? If you have people depending on your paycheck to put food on the table and a roof over their heads, then you need to protect your income. So in this lesson, we'll talk about life and disability insurance and when you should get them.

Week Six

Wednesday - Lesson 11

Today, we'll talk about the professionals who can help you on your journey toward wealth. You'll learn the areas of expertise for an attorney, CPA, financial advisor, and insurance agent. You'll also get a sense of when is the right time to call on each of these professionals.

Friday - Lesson 12

In this, our final lesson, we'll talk about the most challenging part of the financial planning process: implementation. We will go over a technique that's very helpful in getting you and keeping you moving on your journey toward wealth. You'll leave this course knowing what you need to do to reach your goals and how to do it. You'll have everything it takes to achieve financial freedom!

really? ##

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "Excellent course! This course gave me the basic understanding and knowledge to begin a financial plan. I comprehend the importance and value of saving for retirement and the various vehicles to achieve this goal. Great information!!!"
- "I absolutely love this type of course. I wish more family members would take this course so we all could understand how to build wealth."
- "I am very pleased to have taken this class and am confident that the information I have learned herein will be of great benefit in my quest to build wealth."
- "I appreciated the opportunity to participate in this well-designed, informative course. The instructor did a very professional job of presenting the material. Due to this well-done course, I look forward to taking more of these online courses. Thank you for your financial advice."
- "I felt like there was a lot of information to process. The class was very helpful and now I know what I need to do and what avenues to pursue to help me get there."
- "I learned a lot from this course. It took the mystery out of the financial world and explained information in easy to understand terms. Since taking the course I am more aware of my finances and budgeting and looking into stocks, bonds and CD ladders. Thank you for such an informative class. I would highly recommend this class."
- "The instructor made a subject that is way over my head, understandable and interesting."
- "This course has really provided me with financial information that I can use in future planning, especially the investment portion of the course. I'm at a point in my life where I need to, or must, get my financial situation in order and I will be utilizing the knowledge I gained from this course to complete my financial journal. I commend the instructor for arranging the course and I would wholeheartedly recommend it to others."
- "This has truly been a pleasant learning experience. Now, I have a better understanding of how to save even more for retirement and more surprising learning the many ways of investing. I am also considering purchasing some of the books that are recommended by this course. I feel as though the instructor was extremely knowledgeable in this material. I would definitely take another course under her direction!"
- "This was a great course! It gave me the tools I need to get my financial life together and to make smart wealth building decisions moving forward. Thank you!"

To purchase this course, click the Enroll Now button below:

Enroll Now

Recommended Courses:

Students who enrolled in Keys to Successful Money Management were also interested in the following courses:

Debt Elimination Techniques That Work**Learn to Buy and Sell on eBay****Personal Finance****Real Estate Investing II: Financing Your Property****Real Estate Investing****Stocks, Bonds, and Investing, Oh My!****Start and Operate Your Own Home-Based Business****Where Does All My Money Go?**

Return to the **Personal Finance & Wealth Building** Department

View **Other Departments**

[Home](#) • [Courses](#) • [Orientation](#) • [Classroom](#) • [Help](#) • [Contact](#) • [About Us](#) • [News](#) • [Demo](#) • [FAQ](#)

Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____
AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-012
Course Title: Secrets of the Caterer - Online

Instructor (print): Dawn Simmons

RECEIVED
SEP - 3 2010
BY: *M. Fairclough*

Division Faculty Review

[Signature]
Faculty Review Signature
Approved Denied _____

Bus / Comp Apps
Discipline

26 Aug 10
Date

Reason _____

[Signature]
Faculty Review Signature
Approved Denied _____

Bus / Magnet
Discipline

8/26/2010
Date

Reason _____

[Signature]
Faculty Review Signature
Approved Denied _____

Bus
Discipline

8/30/10
Date

Reason _____

Faculty Review Signature
Approved _____ Denied _____

Discipline _____

Date _____

Reason _____

[Signature]
AP&P Representative Signature

09-02-10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

9-2-2010
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

| |
|--|
| AP&P Approval: Date: _____ |
| AP&P Denial: Date: _____ Reason: _____ |

Course No. OLBS.1011-012
Course Title: "Secrets of the Caterer – Online"

Instructor (print): ed2go

Division Faculty Review

Ann Volk Health Science 5-12-10
 Faculty Review Signature Discipline Date
 Approved Denied _____ Reason _____

 Faculty Review Signature Discipline Date
 Approved _____ Denied _____ Reason _____

 Faculty Review Signature Discipline Date
 Approved _____ Denied _____ Reason _____

 Faculty Review Signature Discipline Date
 Approved _____ Denied _____ Reason _____

Amelia Harmon 5/6/10
 AP&P Representative Signature Date
 Approved Denied _____ Reason _____

Karen W. Cavel 5/6/10
 Division Dean Signature Date
 Approved Denied _____ Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-012
 TITLE: Secrets of the Caterer
 INSTRUCTOR: Dawn Simmons
 HOURS: 24 hrs. ENROLLMENT FEE: \$95
 MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 – 25

DESCRIPTION OF OFFERING: Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, students will learn how to put their cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. Students will also receive many unique and tested recipes that can be used to jump-start a business. Build professional catering skills and begin a new and exciting career today.

INSTRUCTOR BIOGRAPHY: Dawn Simmons is a private caterer who has provided a number of catering services for individuals and businesses. Before starting her own home-based catering business, Dawn worked for various restaurants and worked as a caterer for a major hotel chain. Dawn is skilled at presenting great food with flair, and eagerly shares the tricks of her trade with her students. Take her course, and you too will know how to create food that looks as good as it tastes.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
 Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval. An Online Instruction Center, Online Administration Center, and Classroom will be created for C&CS's account.

How offered? Independent study _____
 Online instructor X _____
 Synchronous Only _____
 Synchronous and Asynchronous X _____
 Number of required sessions 12 _____
 Hybrid N/A _____
 Number of required sessions online vs. face-to-face _____



24 hrs
860 195

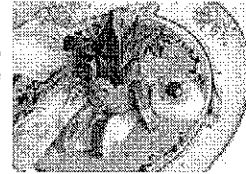
OLBS, 1011-012

Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

Courses > Career Development > Secrets of the Caterer

~~OLBS-012~~

Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, you will learn how to put your cooking and party planning skills to work.



Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering.

You'll also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today.

Search for Co

Enroll

Instructor

Requir

Syll

Student

This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Dawn Simmons.

Recommen



Dawn Simmons is a private caterer who has provided a number of catering services for individuals and businesses. Before starting her own home-based catering business, Dawn worked for various restaurants and worked as a caterer for a major hotel chain. Dawn is skilled at presenting great food with flair, and eagerly shares the tricks of her trade with her students. Take her course, and you too will know how to create food that looks as good as it tastes.

To purchase this course, click the Enroll Now button below:

Enroll Now

Requirements:

Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser are also required.

Note: Food preparation laws and licensing vary from state-to-state. It is important to always check your local and state government for licensing information and restrictions.

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

Week One

Wednesday - Lesson 01

Have you dreamed of having fun and making money while cooking delicious food? Well, dream no more! Today we're going to learn all about the wonderful world of catering. You'll find out what the catering business is really like. We'll look into the ups and downs of having a home-based business. You'll get to explore your personal skill set. And finally, you'll do some cooking.

Friday - Lesson 02

Chefs often say that the key to great cooking is using quality ingredients. But what exactly are quality ingredients any way? After today, you'll know what they are and how to choose them. You'll also learn how to build your personal pantry so that you always have the right tools on hand for any kind of catering activity. And you'll get what every caterer needs: several exciting and delicious recipes.

Week Two

Wednesday - Lesson 03

Since we're first attracted to food with our eyes, delicious food also needs to be beautiful. In this lesson, you'll discover techniques for making any dish visually attractive. You'll learn how to arrange and present food in creative ways. You'll find out about easy and effective garnishes and how to work with them. And then you'll get to practice your new skills with several recipes.

Friday - Lesson 04

Appetizers and hors d' oeuvres are an important part of any catered meal. So in this lesson, you'll learn how to pair appetizers and hors d' oeuvres with entrées. You'll see how to make them attractive and how to present them to your guests. And last, but not least, you'll get several tried-and-true appetizers and hors d' oeuvres recipes.

Week Three

Wednesday - Lesson 05

Today you'll learn the secrets caterers use to prepare delicious main courses. You'll find out how to choose the best main course, select the right ingredients for them, and serve them to your guests. And you'll have the opportunity to prepare several main courses.

Friday - Lesson 06

From brownies to cheesecake, everyone loves dessert! So today we'll explore different kinds of desserts and how to choose the right one for your event. You'll learn a number of dessert-making secrets and you'll have an opportunity to prepare several of them.

Week Four

Wednesday - Lesson 07

Drinks are an important part of any meal. As a caterer, you'll always want to serve beverages that are refreshing and unique. So in this lesson, you'll learn all about teas, coffees, and punches. You'll get delicious recipes you can try and you'll see how to garnish drinks for that extra special touch.

Friday - Lesson 08

Stemware, flatware, dishes, oh my! Don't worry: serving dishes don't have to be cause for great concern. With just a few tips and tricks under your belt, you'll learn how to choose the best serving dishes and flatware for any occasion. Today you'll see how to keep things practical, but still make everything beautiful. You'll also learn how to formally arrange flatware for any occasion. And of course, you'll get more recipes.

Week Five**Wednesday - Lesson 09**

Condiments and sides are a critical part of a great meal. They can also be a big headache. But with the skills you'll learn today, you'll be able to provide condiments and sides without any fuss. You'll find out how to serve them easily, safely, and without a bunch of problems.

Friday - Lesson 10

Menu planning may seem a bit overwhelming. After all, combining the right items with the right event can be difficult. But you can master this planning skill! In this lesson, you'll learn to create the perfect menu for the perfect event. You'll see how you can manage menu items and keep your menu from becoming boring or too complicated. You'll even find a number of sample menus and recipes you can use for your events.

Week Six**Wednesday - Lesson 11**

Since catering is a business, you'll need to manage expenses and turn a profit. Today, we'll cover managing the business of catering. You'll learn how to price menus, figure profit, track your income and expenses, create contracts, and arrive at a healthy bottom line. You'll also find out how to set personal boundaries and take care of yourself so that your catering business doesn't overwhelm your life.

Friday - Lesson 12

In this lesson, we'll walk through a day in the life of a caterer. You'll see how to work with your client, how to help your client choose the right food, and how to get a signed contract and down payment. Next, you'll discover how to organize your time, plan the event, and deliver your first job with great success. Using what you learn today, you'll be able to plan and complete your first catering job!

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "I am elated that I chose to take this particular course. I enjoy cooking and entertaining guest on a regular basis. The course has really taught me some important information that I was not aware of."
- "I enjoyed this course very much. I've already told my friends about it. Thank you for making it so interesting and covering so many topics of concern."

- "I found this course wonderful, exciting, and fun. All the recipes that I tried were delicious, and when I shared them with my friends they got rave reviews. Several of the people who tried the chocolate-chip cookie dough truffles asked me for the recipe! Thank you so much for all your help. This was the most fun I've had taking a course--ever!!"
- "I really enjoyed the course. I will be using the lessons in my everyday cooking. I love to cook-I might consider doing catering after I retire from my corporate job. Thanks for all the wonderful recipes."
- "I took this course for fun, but actually learned a lot more than I expected to. Thank you very much for a fun and informative class. I hope you offer other courses in the future."
- "This was the BEST CLASS I have taken so far. I have learned a great deal and will use the knowledge that I got out of this class in the present and future. I recommend this course to anyone! Thanks Dawn!"

To purchase this course, click the **Enroll Now** button below:

Enroll Now

Recommended Courses:

Students who enrolled in Secrets of the Caterer were also interested in the following courses:

[Creating a Successful Business Plan](#)

[Effective Selling](#)

[Get Paid to Travel](#)

[Luscious, Low-Fat, Lightning-Quick Meals](#)

[Wow, What a Great Event!](#)

[Listen to Your Heart, and Success Will Follow](#)

Return to the **[Career Development](#)** Department

View **[Other Departments](#)**

[Home](#) • [Courses](#) • [Orientation](#) • [Classroom](#) • [Help](#) • [Contact](#) • [About Us](#) • [News](#) • [Demo](#) • [FAQ](#)

Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-010
Course Title: The Analysis and Valuation of Stocks - online

Instructor (print): _____ Aaron Clarey _____

Division Faculty Review

RECEIVED
MAY 12 2010
BY: *M. [unclear]*
5/11/10
Date

[Signature]
Faculty Review Signature

Accounting
Discipline

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

RE/Acet
Discipline

5/11/10
Date

Approved Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

05-11-10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

5.11.10
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-010
TITLE: The Analysis and Valuation of Stocks
INSTRUCTOR: Aaron Clarey
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: The Analysis and Valuation of Stocks is a comprehensive course designed to provide students with conventional and advanced techniques in researching and valuing stocks.

INSTRUCTOR BIOGRAPHY: Aaron Clarey received his Bachelor of Science in Finance with High Honors from the University of Minnesota. Since 1998, Aaron has been teaching a wide array of classes on finance and investing, including How to Invest Online, Figuring Out Your 401k, The Analysis and Valuation of Stocks, and Stocks, Bonds, and Investing: Oh My!

SPECIAL NEEDS: N/A
Facilities:
Audio/Video:
Other:
Need software installed:

ITS notified: Date Signature

ONLINE CLASS: Education To Go will host the course on Education To Go's website through a portal accessed through www.avc.edu/academics/ccs. C&CS's online account will be established by Education To Go and reviewed by C&CS for final approval.

How offered? Independent study
Online instructor X
Asynchronous Only X
Synchronous Only
Synchronous and Asynchronous X
Number of required sessions 12

Hybrid N/A

Number of required sessions online vs. face-to-face _____

Portal used, web address listed: www.avc.edu/academics/ccsm

Enrollment: Start dates Once a Month

Open Y N



24 hrs
\$60/95

OLBS.1011-010

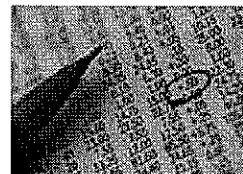
Home | Courses | Orientation | Classroom | Help | Contact | About Us | News | Demo | FAQ

Courses > Personal Finance & Wealth Building > The Analysis and Valuation of Stocks

~~OLBS-010~~

Search for Co

The Analysis and Valuation of Stocks is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research.



Enroll

Instructor

Requir

Syll:

Student

This course is taught in a manner that uses everyday language, simple, yet insightful analogies, and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks.

This course includes a knowledgeable and caring instructor who will guide you through your lessons, facilitate discussions, and answer your questions. The instructor for this course will be Aaron Clarey.

Recommen



Aaron Clarey received his Bachelor of Science in Finance with High Honors from the University of Minnesota. Since 1998, Aaron has been teaching a wide array of classes on finance and investing, including *How to Invest Online*, *Figuring Out Your 401k*, *The Analysis and Valuation of Stocks*, and *Stocks, Bonds, and Investing*; *Oh My!* His classes take the fear out of finance and investing by making personal financial management easy and understandable for everyone. During the day, Aaron works as a banking analyst. At night, he moonlights as a ballroom dance instructor. In the summer, he is an avid amateur paleontologist, hosting *The Great Twin Cities Fossil Hunt* for children.

He is also the author of the popular book, *Behind the Housing Crash—Confessions of an Insider*.



To purchase this course, click the Enroll Now button below:

Enroll Now

Requirements:

A comprehension of high school mathematics and an interest in researching stocks is needed for this course. Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

Syllabus:

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.

A new section of each course starts on the second or third Wednesday of each month. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

Week One**Wednesday - Lesson 01**

Introduction and Welcome

Friday - Lesson 02

Introduction to Annual and Quarterly Reports

Week Two**Wednesday - Lesson 03**

Financial Statements—Part I

Friday - Lesson 04

Financial Statements—Part II

Week Three**Wednesday - Lesson 05**

Financial Ratios—Part I

Friday - Lesson 06

Financial Ratios—Part II

Week Four**Wednesday - Lesson 07**

Case Studies and Industrial Comparisons

Friday - Lesson 08

The Value of a Stock

Week Five**Wednesday - Lesson 09**

Valuation Techniques

Friday - Lesson 10

Economics and the Outside Environment

Week Six**Wednesday - Lesson 11**

Researching Resources

Friday - Lesson 12

Hodgepodge

To purchase this course, click the Enroll Now button below:

Enroll Now

Student Reviews:

- "Aaron did a very good job of making a dry subject interesting and enjoyable. His addition of personal experiences was also humorous. His discussion responses were to the point and supportive. I would recommend his course for anyone interested in stocks and investing."
- "Aaron, GREAT class. I enjoyed it very much and learned a lot! I like your style of teaching, you made a tough and complicated subject, with some DRY material, come to life through stories and some life lessons. Thank you."
- "I had been looking for a course like this for years. This course should have some great applications in the real world."
- "I had very little understanding of stocks which is why I took this course. This class most definitely exceeded my expectations. Aaron did an excellent job of conveying detailed technical information in a useful and practical manner. I feel that I now have useful tools to finally make intelligent decisions when picking stocks. Thanks, Aaron!"
- "I have a BS in Bus. Admin. and I feel I learned more in the 2 classes that Aaron taught than I did in college!! This opened my eyes to the finance world and I thoroughly enjoyed both classes. Thank you, Aaron."
- "I have been trying to learn more about the method of investments and stocks since I became disabled eight years ago. I read books in regards to this area but they are very dry and technical, this course was created by an instructor who has excellent insight into the understanding of how to communicate this information in a fashion to benefit everyone who takes the time to take the course. I have recommended this course to many of my friends who also are interested about the same information. Aaron is a wonderful instructor and I look forward to taking his next class on stocks. Thanks so much for the insight!"
- "Terrific course, I learned a great deal. I'd been trying to grasp this stuff using various texts, but not doing too well at it. After this course, I feel like I can actually read a financial statement and get something useful from it. The material was explained incredibly well. I was very happy with the promptness and quality of responses to my questions."
- "The course content and instructor were far beyond what I expected. I learned more from twelve lessons than I would have learned in years of self research and study!"
- "This 61-year-old grandmother was able to understand and enjoy this class. No one should hesitate to take it because they fear it will be too difficult. I learned a lot about placing a value on stocks."
- "This course has equipped me with tools that have increased my confidence in being able to pick great companies for a good price. I've already been putting these tools into

practice in building my stock portfolio."

To purchase this course, click the Enroll Now button below:

[Enroll Now](#)

Recommended Courses:

Students who enrolled in The Analysis and Valuation of Stocks were also interested in the following courses:

[Keys to Successful Money Management](#)

[Stocks, Bonds, and Investing: Oh, My!](#)

Return to the [Personal Finance & Wealth Building](#) Department

View [Other Departments](#)

[Home](#) • [Courses](#) • [Orientation](#) • [Classroom](#) • [Help](#) • [Contact](#) • [About Us](#) • [News](#) • [Demo](#) • [FAQ](#)

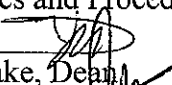


Copyright © 2009 Education To Go. All rights reserved. The material on this site cannot be reproduced or redistributed unless you have obtained prior written permission from Education To Go. Education To Go and ed2go are registered trademarks of Education To Go, Inc.



ANTELOPE VALLEY COLLEGE
Technical Education Division

DATE: February 14, 2011

TO: Academic Policies and Procedures Committee

FROM: Margaret M. Drake, Dean 
Joe Owens, Instructor 
Rick Motawakel, AP&P Representative 

SUBJECT: Request to make two Air Conditioning and Refrigeration courses Obsolete

I would like to request that the following courses be made obsolete:

ACRV 100 – Refrigeration Basics
ACRV 198 – Heating and Air conditioning Seminars

These courses have not been offered for two academic years and have not been brought forward to AP&P for renewal. Therefore, we ask that the above request be granted without hesitation.

Thank you.

MMD:mr



ANTELOPE VALLEY COLLEGE
DIVISION OF MATHEMATICS, SCIENCE and ENGINEERING

MEMO

February 10, 2011

To: Mrs. Sharon Lowry, V.P. Academic Affairs ✓
Ms. Maria Clinton, Co-chair AP&P

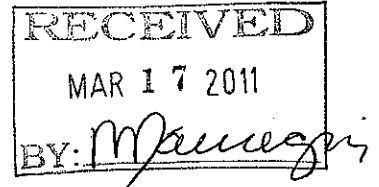
From: Dr. Les Uhazy, Dean

Re: Declaration of BIOL 205 Introduction to Biotechnology as Obsolete


Introduction to Biotechnology, BIOL 205 was created in 1999 and has never been taught. Although scheduled multiple times, it has never attracted enough students to be taught. With the importance of biotechnology in contemporary biological research and the nations economy, the Division has decided to declare the current course as obsolete and removed it from the Course Catalogue. However, Drs. Fredette and Salameh have begun the process of developing a new biotech course that will be presented to the Academic Policies and Procedures Committee in the near future.



Antelope Valley College
*Business, Computer Studies, and
Economic Development Division*



MEMORANDUM

DATE: March 16, 2011
TO: AP&P Committee
FROM: Dr. Tom O'Neil, Dean
Beverly Beyer, AP&P Rep. 
SUBJECT: Obsolete Courses

The following courses have not been taught, and should be moved to obsolete.

| | |
|--------|---|
| WR 902 | Job Search Preparation |
| WR 904 | Surviving the Job Probation Period |
| WR 906 | Developing as a Professional: Promotability |

If you have any questions, please contact me at your earliest convenience at Ext. 6370.

Thank you.



ANTELOPE VALLEY COLLEGE
Technical Education Division

RECEIVED
 MAR 16 2011
 BY: *M. Ramirez*

DATE: March 9, 2011
 TO: Academic Policies and Procedures Committee
 FROM: Margaret M. Drake, Dean *MD*
 Melissa Ramiro, Instructor *MR*

SUBJECT: Request to make Clothing and Textiles courses Obsolete
 Renumbering of Clothing and Textiles Program - Old to New

I would like to request that the following courses be made obsolete:

- CT 115 – Speed Tailoring
- CT 120 – Introduction to Sergers
- CT 225 – Clothing Construction Techniques for Wearable Art

The Clothing and Textiles certificate program has been revised and these courses have been removed from the certificate and will not be taught. Therefore, we ask that the above request be granted without hesitation.

CLOTHING AND TEXTILES PROGRAM REVISION

This is the new numbering system for the Clothing and Textiles Program. Listed is old number to new number.

| OLD NUMBER | NEW NUMBER | TITLE | UNITS | PREREQUISITE |
|------------|------------|--|-------|--------------|
| CT 100 | CT 100 | Introduction to Fashion | 3.0 | none |
| CT 102 | CT 102 | Textiles | 3.0 | none |
| CT 050 | CT 105 | Principles of Sewing | 3.0 | none |
| CT 110 | CT 110 | Fundamentals of Clothing Construction | 3.5 | none |
| CT 101 | CT 114 | Principles of Clothing Selection | 3.0 | none |
| CT 141 | CT 200 | Tailoring Techniques-Alterations & Fit | 3.5 | CT 110 |
| CT 112 | CT 212 | Intermediate Construction – Pants | 3.5 | CT 110 |
| CT 242 | CT 222 | Pattern Making Flat Pattern | 3.5 | CT 110 |
| CT 213 | CT 241 | Advanced Construction-Fashion Sewing | 3.5 | CT 110 |
| CT 243 | CT 243 | Draping for Fashion Design | 3.5 | CT 110 |

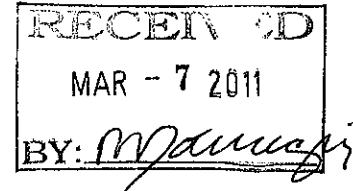
MMD:mr



ANTELOPE VALLEY COLLEGE
Social and Behavioral Sciences Division

MEMORANDUM

Date: February 23, 2011
To: AP & P Committee
From: Dr. Tom O'Neil, Dean
Dr. Fredy Aviles
Dr. Irit Gat
Dr. Darcy Wiewall
Subject: Request to Make Psy 101 ITV Obsolete



We would like to request that the following course be made obsolete:

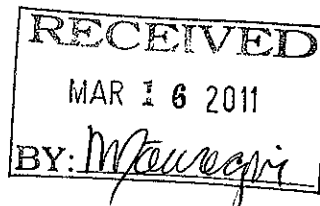
PSY 101 ITV

This course is down on enrollment and there is only one adjunct instructor that teaches Psy 101 in this format. PSY 101 is now available online and is an increasingly popular option for students.

Thank you for the consideration and please contact us with any further questions.



ANTELOPE VALLEY COLLEGE
Social and Behavioral Sciences Division



MEMORANDUM

Date: March 11, 2011
To: AP & P Committee
From: Dr. Tom O'Neil, Dean
Dr. Darcy Wiewall
Subject: Request to Make NCR 910 – US Constitution Exam

We would like to request that the following course be made obsolete:

NCR 910 – US Constitution Exam

This course has transitioned to Corporate and Community Education and, therefore, is no longer offered by Social and Behavioral Sciences Division.

Thank you for the consideration and please contact us with any further questions.