



CONSENT ITEM

To: Board of Trustees	Date: April 20, 2021
From: Superintendent/President	Item Number:
Subject: Academic Policy and Planning Committee Curriculum Summary	Enclosures: Page 1 of 20

BACKGROUND

The curriculum report for the period January 28 to February 18, 2021 is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance learning or remote learning.

FISCAL IMPACT

The estimated cost of \$1,240 for additional library materials for new and modified curricula will be included in the 2021-2022 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period

Administrator Initiating Item: Robert Curry	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

April 20, 2021

For the period January 28 – February 18, 2021

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Antonio Ramirez, Counseling

Robert Senior, English

Shane Anderson, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andria Keiser, Languages & Communication

Susannah Kopecky, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Susan Roehl, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Kristy Soriano, Associated Student Body Government

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Non-Credit Education (non-voting, vacant)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: Trevor Fox Passage Mar 23, 2021
President, Academic Senate Date
Allan Hancock College

Adopted by Board of Trustees: _____
President, Board of Trustees Date
Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses and programs including credit, noncredit, experimental, and special topics. Effective fall 2021.

NEW Credit Courses

Course Number	Course Title	Units
AG 116	Introduction to Precision Agriculture Justification: this new course is the recommendation of the advisory committee in preparation of a new certificate, Precision Agriculture.	3
ARCH 100	Computer Aided Drafting and Design. Justification: recommendation from advisory committee to create multiple tracks within the architecture program including CAD. This course will be cross-listed with ET 100.	3
CA 325	Specialty Cakes – Baking and Decorating Prerequisite: CA 124 or Food Safety Manager Certification Advisory: CA 120 Justification: This new course combines the existing CA 323 and CA 324 into one course.	2
EMSP 323	Paramedic Theory 1 Prerequisites: EMSP 300 or BIOL 124 and BIOL 125 with a minimal letter grade of C or pass (P/NP). Corequisites: EMS 321, EMS 322, EMS 324 Limitation on enrollment: Current EMT certification and 1000 hours verified experience as an EMT-Basic within the past 3 years.	6
EMSP 324	Paramedic Laboratory 1 Prerequisite: EMSP 300 or BIOL 124 and BIOL 125 Corequisites: EMS 321, EMSP 322, EMS 323	2
EMSP 334	Paramedic Laboratory 2 Prerequisites: EMSP 323, EMSP 324 Corequisite: EMSP 333	2
ES	<u>Ethnic Studies</u> Ethnic studies is a new discipline that has been created to comply with the new CSU requirement for an ethnic studies general education course. ES courses below are being proposed to meet this new requirement.	
ES 104	Historic Fashion/Costume Cross-listed with FASH 104	3
ES 116	Teaching in a Diverse Society Advisory: ECS 101 Cross-listed with ECS 116	3

ES 134	Food, Nutrition Customs and Culture Prerequisite: CA 124 Advisory: CA 120 and ENGL 100 Cross-listed with FSN 134	4
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AGENCY MANDATED MODIFICATIONS
Effective 2021/22

Course Prefix & NO.	Course Title	Units
FT 105	Fire Behavior and Combustion Advisory: FT 101 Modifications: FT 101 prerequisite to advisory.	3
FT 149	Cooperative Work Experience: Occupational Modifications: Change to 1–8-unit range as a CWE.	1 - 8
FT 310	Fire Service Physical Fitness Corequisites: FT 307 and FT 308 The units are changing from 2 to 4 units	4
FT 364	Rope Rescue Technician Prerequisite: FT 363 New prerequisite course.	1
LE 330	Core Custody Academy Advisory: ENGL 306 and PE 141, LOE: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a high school graduate, pass the GED, the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; 6) complete a medical suitability examination; and 7) complete a Personal History Statement and interview prior to start of class The course units are changing from 11.5 to 13.5 units per agency mandate.	13.5
LE 321	Basic Law Enforcement Academy 1A Prerequisite: LE 310 Advisory: ENGL 101 Limitation on enrollment: Students who are not sponsored by a law enforcement agency must complete the 20 hours pre-academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the	10

California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling

Modifications: addition of agency mandated language in LOE.

Law

Enforcement State Hospital Academy, Certificate of Achievement

18

Replacing LE 424 program course with LE 310, unit change from 19 to 18 units, program title change from State Hospital Peace Officer.

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle.

Course Review: Credit

Course Number	Course Title	Units
AB 356	Automotive Painting Techniques	3
AB 360	Collision Repair	5
ART 113	Three-Dimensional Design	3
ART 161	Ceramics 2	3
ART 199	Topics in Art	0.5-3

Course Review: Noncredit

Course Number	Course Title	Hours
BASK 7003B	Interdisciplinary Basic Skills	6-36
BASK 7004A	Supervised Tutoring	45 -51
BASK 7004B	Supervised Tutoring	24 -27
BASK 7008A	Success in College Lab	45 - 51
BASK 7011B	Basic Math	36 – 109
BASK 7014	Mathematics Lab	64 – 72
CITZ 7000A	Preparation for Citizenship	15 -90
CITZ 7000B	Preparation for Citizenship	36 – 48
VESL 7300	Family Childcare Business	9 – 15
VESL 7301	Child Health and Safety	18 – 30
VESL 7302	Developmental Needs of Children	15 – 25
VESL 7303	Infant and Toddler Care	12 – 20
VESL 7304	Ethics and Business Contracts	15 – 25
VESL 7310	History of Child Development	36 – 48

VESL 7311	Guidance and Interaction	18 – 30
VESL 7312	The Importance of Play	32 – 36
VESL 7313	Observation Made Easy	36 0 48
VESL 7314	Assessment & Delivery Systems	15 – 25
VOCE 7301	Child Health and Safety	18 – 30
VOCE 7302	Developmental Needs of a Child	15 -25
VOCE 7303	Infant and Toddler Care	12 – 20
VOCE 7304	Ethics and Business Contracts	15 – 25
VOCE 7310	History of Child Development	36 - 48

REQUEST FOR GENERAL EDUCATION

AHC GE: Effective fall 2021 CSU/IGETC: TBA

General Education Area	Course Prefix & Number	Course Title
AHC GE Category 3 Humanities CSU GE Area C2 Humanities	ES 104	Historic Fashion / Costume
AHC MCGS	ES 104	Historic Fashion / Costume
	ES 134	Food, Nutrition Customs and Culture
CSU GE Area F Ethnic Studies	ES 104	Historic Fashion / Costume
	ES 134	Food, Nutrition Customs and Culture
	ES 116	Teaching in a Diverse Society
IGETC 3B Humanities	ES 104	Historic Fashion / Costume

DL Request and Minor MODIFICATIONS

Effective 2021/22

Request for DL	Course Number	Course Title
2021	ART 113	Three-Dimensional Design
2021	ART 161	Ceramics 2
2021	ART 199	Topics in Art
2021	CS 189	Independent Projects
2021	ES 104	Historic Fashion / Costume
2021	ES 116	Teaching in a Diverse Society
2021	ES 134	Food, Nutrition Customs and Culture
2021	POLS 101	Introduction to Political Science
2021	POLS 103	American Government

2021	POLS 104	Introduction to International Relations
2021	POLS 199A	Presidential Elections
2021	PSY 121	Social Psychology

Textbook changes

2021	POLS 103	American Government
2021	POLS 104	Introduction to International Relations
2021	POLS 199A	Presidential Elections

Corrections

[The LGBT acronym has been corrected to LGBTQ in the course and program titles below](#)

2021	LGBT 101	Introduction to LGBTQ Studies
2021	LGBT 102	LGBTQ Communities, Family and Education in the 21st Century
2021	Social Justice:	Social Justice: LGBTQ Studies, Associate in Art for Transfer

COURSE DROPS

Effective 2021/2022 catalog

Course Number	Course Title
CBIS 350	Information Systems Application Lab
CBIS 351	Info Systems Lab
CBIS 352	Info Systems Office Lab
CBOT 351	Office Tech Software Lab.
EL 109	Networking Essentials 4

EMERGENCY REMOTE TEACHING

Emergency Remote Teaching (ERT) – existing courses that use face-to-face instruction but are converted to remote instruction through the use of technology in the event of mandated restrictions on face-to-face instruction.

Course Prefix and No.	Course Title
AB 356	Automotive Painting Techniques
AB 360	Collision Repair
AJ 101	Introduction to Criminal Justice
AJ 102	Criminal Procedures
AJ 103	Concepts of Criminal Law
AJ 104	Legal Aspects of Evidence
AJ 105	Community Relations

AJ 111	<u>Criminal Investigation</u>
AJ 120	<u>Juvenile Law and Procedures</u>
AJ 130	<u>Introduction to Corrections</u>
AJ 150	<u>Introduction to Forensics</u>
ARCH 100	Computer Aided Drafting and Design
ARCH 151	<u>Architectural Design Studio I</u>
ARCH 321	California Building Code
AT 313	<u>Automotive Brakes</u>
AT 336	<u>Automotive Machining 2</u>
AT 341	<u>Fuel Injection/Turbocharging</u>
CWE 302	<u>Cooperative Work Experience General</u>
DANC 102	Auditioning for Dancers
DANC 115	Advanced Modern Dance
DANC 120	<u>Beginning Ballet</u>
DANC 130	<u>Beginning Jazz</u>
DANC 131	<u>Intermediate Jazz</u>
DANC 140	<u>Beginning Folklorico</u>
DANC 142	<u>Intermediate Folklorico</u>
DANC 152	<u>Beginning Tap</u>
DANC 153	<u>Intermediate Tap</u>
DANC 154	Clinic in Partnering
DANC 168	Clinic in Stretch
DANC 176	Choreography Field Work
DANC 183	<u>Dance Ensemble</u>
ENVT 101	<u>Introduction to Environmental Hazardous Materials</u>
ENVT 152	<u>Identification and Assessment of Hazardous Materials</u>
ENVT 153	<u>Industrial Safety</u>
ENVT 154	<u>Monitoring and Sampling</u>
ENVT 155	<u>Respiratory Protection—Administration</u>
ENVT 156	<u>First Response Operational</u>
ENVT 158	<u>Hazardous Waste Minimization and Emissions Reduction</u>
ENVT 159	<u>Hazardous Materials and Hazardous Waste Permitting</u>
ENVT 160	<u>Air and Water Pollution Permitting Compliance</u>
ENVT 450	<u>HAZWOPER - Refresher 8hr.</u>

MT 116	Mastercam 1 (CAD/CAM)
VEN 135	Grapevine Physiology
VEN 323	Vineyard and Winery Evaluation
WLDT 301	Selected Welding Project
WLDT 305	Welded Sculptural Projects
WLDT 309	Mini MIG (GMAW)
WLDT 312	Pipe Fitting & Welding

Noncredit

BASK 7003B	Interdisciplinary Basic Skills: Reading, Writing, and Math
BASK 7004A	Supervised Tutoring
BASK 7004B	Supervised Tutoring
BASK 7008A	Success in College Lab
BASK 7011B	Basic Math
BASK 7014	Mathematics Lab
CITZ 7000A	Preparation for Citizenship
CITZ 7000B	Preparation for Citizenship
VESL 7300	Family Childcare Business
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VOCE 7304	Ethics and Business Contracts
VOCE 7310	History of Child Development
VOCE 7311	Guidance and Interaction
VOCE 7312	The Importance of Play
VOCE 7313	Observation Made Easy

VOCE 7314 [Assessment and Delivery Systems](#)

VOCE 7503 [Intro to Tax Prep Software](#)

MODIFICATIONS

Effective 2022/2023 catalog publication

Course Modifications: Credit

Course Number	Course Title	Units
ARCH 151	Architectural Design Studio I Modifications: catalog description, fall offering added, yes for concurrent enrollment, ERT course outline addendum.	5
ARCH 321	California Building Code Modifications: course title change, formerly International Building Code, ERT course outline addendum.	3
PSY 121	Social Psychology Modifications: C-ID PSY 170	3

Program Modifications: Credit

Discipline	Program Title	Units
Business	Business Administration 2.0, Associate in Science for Transfer Change in major units from 28-30 to 29 units	29
Multimedia Arts and Communication	Media Arts: Animation & Game Art, Associate in Science Modifications: program title. Inclusion of game art courses.	34

Program Modifications: Noncredit (effective 2021)

Discipline	Program Title	Hours
ESL	Basic ESL, Certificate of Competency CORs are being revised and submitted with this proposal that accelerate the pathway for NESL students by allowing each student to complete a level in a minimum of one semester when course competency is achieved. This will allow students to move through more quickly while at the same time demonstrating competency in the four domains at that level.	176-444
Noncredit Vocational	Beginning Computer Skills, Certificate of Completion	124-148

Modification: program hours are changing due to modified course hours

Green Landscaping and Gardening, Certificate of Competency 50
Modification: program hours are changing due to modified course hours.

Income Tax Preparation, Certificate of Competency 67
Modifications: program hours are changing due to modified course hours.

Microsoft Office Basics, Certificate of Completion 124-148
Modification: program hours are changing due to modified course hours.

Allan Hancock College

Program Outline

Title: State Hospital Academy

Award Type: Certificate of Achievement

This certificate is designed to prepare those interested in a career with the Office of Protective Services (OPS). The State Hospital Academy is a program unique to training students for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California. Prior to enrollment, students will complete a background packet, complete a medical exam, obtain a clearance from the Department of Justice (DOJ) and be free of any felony convictions. Students will be tested mentally, physically and emotionally. The program of instruction includes academic, driving instruction, defensive tactics, firearms training and physical fitness training.

The graduate of the Certificate of Achievement in State Hospital Academy will:

- Meet Office of Protective Services (OPS) academic requirements
 - Meet OPS physical fitness requirements.
 - Meet military discipline/drill requirements and the OPS skills requirements.
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Program Requirements

Required core:

Units: 18

LE310	Introduction to Law Enforcement Academy (Pre-Academy)	1
LE329	State Hospital Peace Officer	17

Total Program Units

18

Allan Hancock College

Program Outline

Title: Business Administration 2.0

Award Type: Associate in Science for Transfer

The Associate in Science in Business Administration 2.0 for Transfer degree prepares students to begin upper-division work leading to a California State University baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

Associate Degree for Transfer Requirements Completion of 60 semester units that are eligible for transfer to the California State University, including the following: A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.] B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the Associate in Science for Transfer in Business Administration 2.0 will:

- Recall significant business administration issues, theories and applications relevant to subsequent upper-division coursework.
 - Apply business administration principles to produce work-based learning projects related to upper-division coursework.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

MAJOR COURSES: A major core of 29 units is required for the Associate in Science in Business Administration 2.0 for Transfer degree.

Units: 29

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
BUS101	Introduction to Business	3
BUS110	Business Law	3
ECON101	Principles of Macro-Economics	3
ECON102	Principles of Micro-Economics	3
MATH123	Elementary Statistics	4
MATH135	Calculus with Applications	4

Units: 28 - 30

General Education

- Intersegmental General Education Curriculum 37 units or
- CSU General Education Breadth 39 units.

Double counted units: 9 units.

Select additional transferrable electives as needed to total 60 units: 3 units if utilizing the IGETC or 1 unit if utilizing the CSU GE.

Total Program Units

57.00 - 59.00

Allan Hancock College

Program Outline

Title: Media Arts: Multimedia

Award Type: Associate in Science

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can build their own emphasis in web design, video post-production or animation through their choice of electives. The A.S. degree in Multimedia prepares students for transfer to four-year programs in digital media, and for entry-level employment in the creative industries.

The graduate of the Associate in Science in Media Arts: Multimedia will:

- Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
 - Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
 - Design, build, test and present websites, animation, motion graphics sequences, interactive applications.
 - Plan and budget a project for presentation to a client.
 - Produce a website or digital portfolio that showcases individual multimedia competencies.
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Program Requirements

Units: 29

A major of 38 units is required for the degree. Required core courses (29 units):

ART101 or	Art Appreciation	3
ART106 or	Art of the 20th Century	3
FILM101	Film as Art and Communication	3
ART108 or	Design 1 on the Computer	3
GRPH108	Design 1 on the Computer	3
FILM110	Introduction to Motion Picture and Video Production	4
GRPH111	Digital Imagery Lab	1
GRPH112	Digital Imagery	3
MMAC101	Introduction to Multimedia	2
MMAC102	Introduction to Multimedia Lab	1
MMAC112	Responsive Web Design	3
PHTO170	Digital Photography	3
MUS115	Introduction to Sound Recording & Mixing	3
MMAC129	Digital Tools for Visual Media	3

Units: 9

Plus a minimum of 9 units selected from any one of the areas of concentration below:

Option A: Emphasis in Digital Media

MMAC125	Computer Video Editing	3
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MMAC126	Introduction to Motion Graphics	3
MMAC128	Intermediate Motion Graphics	3
Option B: Emphasis in Interactive Media		
MMAC112	Responsive Web Design	3
MMAC114	Game and App Design	3
GRPH118	User Interface Design	3
Option C: Emphasis on Animation		
ART107	Computer Fine Art	3
ART115	Introduction to Animation	3
or		
FILM115	Intro To Animation	3
or		
MMAC115	Introduction to Animation	3
FILM111	Intermediate Motion Picture and Video Production	4
FILM117	3D Computer Animation 1	3
or		
MMAC117	3D Computer Animation 1	3
FILM118	3D Computer Animation 2	3
or		
MMAC118	3D Computer Animation 2	3
FILM125	Computer Video Editing	3
or		
MMAC125	Computer Video Editing	3
FILM126	Introduction to Motion Graphics	3
or		
MMAC126	Introduction to Motion Graphics	3
FILM127	Digital Video Post-Production	3
or		
MMAC127	Digital Video Post-Production	3
FILM128	Intermediate Motion Graphics	3
MMAC128	Intermediate Motion Graphics	3
MMAC114	Game and App Design	3
GRPH116	Web Portfolio & Social Media	3
GRPH118	User Interface Design	3
GRPH360	Applied Design Graphics Lab 1	0.5 - 1
MUS116	Sound Production Techniques	3
MUS117	Electronic Music MIDI Recording	3
MMAC112	Responsive Web Design	3

Total Program Units

38

Allan Hancock College

Program Outline

Title: Basic ESL

Award Type: Certificate of Competency

The Noncredit English as a Second Language (NESL) basic certificate is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-beginning level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Along with Intro to English A and B, students must select one of the following courses: NESL 7020 Spanish Literacy, NESL 7000 Intro to English Pre-A, NESL 7040 Conversation for Beginning ESL, NESL 7060 ESL Instructional Lab, or NESL 550, Fundamentals of Grammar. Classes and labs are tuition-free.

The graduate of the Certificate of Competency in Basic ESL will:

- Reflect language proficiency skills in reading, writing, listening to, and speaking English at the Basic ESL Certificate of Competency level.
 - Reflect language proficiency skills in grammatical contexts at the Basic ESL Certificate of Competency level.
 - Reflect conversational and pronunciation proficiency skills at the Basic ESL Certificate of Competency level.
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Program Requirements

Required Courses

Hours: 168 - 204

NESL7001 Introduction to English A
and

84 - 102

NESL7003 Introduction to English B

84 - 102

In addition to the courses above, one additional course is required.

Hours: 8 - 240

Select from one of the following courses:

NESL7020 Spanish Literacy
or

84 - 102

NESL7000 Introduction to English: Pre-A
or

84 - 102

NESL7040 Conversations for Beginning ESL
or

28 - 48

NESL7060 ESL Instructional Lab
or

8 - 240

NESL550 Fundamentals of Grammar

64 - 72

Total Program Hours

176.00 - 444.00

Allan Hancock College

Program Outline

Title: Beginning Computer Skills

Award Type: Certificate of Completion

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet. Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

The graduate of the Certificate of Completion in Beginning Computer Skills will:

- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.
 - Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
 - Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
 - Identify what to look for when buying a computer.
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Program Requirements

Required Courses

Hours: 110 - 130

VOCE7100	Computers and You: Level 1	28 - 36
VOCE7101	Computers and You: Level 2	28 - 36
VOCE7108	Computer Skills Lab	40
VOCE7109	Microsoft Windows	14 - 18

Hours: 14 - 18

Plus one of the following courses:

VOCE7103	Introduction to the Internet	14 - 18
or		
VOCE7110	Social Media	14 - 18
or		
VOCE7111	Email	14 - 18

Total Program Hours

124.00 - 148.00

Allan Hancock College

Program Outline

Title: Green Landscaping and Gardening

Award Type: Certificate of Competency

Green Landscaping and Gardening combines discussion, demonstration, and interactive exercises to develop detailed skill set focused on resource conservation and pollution prevention in the landscape. The courses help professionals to make a landscape as efficient, functional, and beautiful as possible.

Possible careers include: Landscaping and Groundskeeping Worker or Supervisors.

The graduate of the Certificate of Competency in Green Landscaping and Gardening will:

- Demonstrate how routine maintenance practices can prevent or cause resource waste and pollution.
- Demonstrate the basic landscape skills focused on resource conservation and pollution prevention.
- Demonstrate how to communicate the importance and benefits of resource conservation and pollution prevention practices in the landscape to clients and the public.
- Demonstrate how the diverse elements of landscape design and maintenance learned from previous courses and work experience connect together to conserve resources and prevent pollution.
- Demonstrate the advanced landscape skills focused on resource conservation and pollution prevention.

Program Requirements

Required core courses		Hours: 50
VOCE7622	Green Gardening: Beginning	25
VOCE7623	Green Gardening: Advanced	25

Total Program Hours **50**

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Allan Hancock College

Program Outline

Title: Income Tax Preparation

Award Type: Certificate of Competency

The Income Tax Preparation Noncredit Certificate of Competency prepares students for entry-level positions in the tax preparation field or to transition into the credit business accounting classes to pursue two-and-four-year degrees. Students learn basic tax concepts, terminology, and software needed to prepare simple federal/state income tax returns under the supervision of a qualified instructor and in coordination with the Tax Assistance Program of the Northern Santa Barbara County United Way. The IRS Basic Certificate and the Allan Hancock College Community Education Income Tax Preparation Noncredit Certificate of Competency are granted to those who complete all three courses and pass the IRS certificate exam. Math and computer competency are recommended. Students must enroll in all three courses and attend an orientation session.

Possible careers include: tax preparer or accounting clerk.

The graduate of the Certificate of Competency in Income Tax Preparation will:

- Prepare basic federal and state income tax returns using applicable tax principles and tax law.
 - Utilize TaxSlayer software to accurately prepare federal and state income tax returns
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Program Requirements

These are the core courses:

		Hours: 67
VOCE7502	Intro to Tax Preparation	19
VOCE7503	Intro to Tax Prep Software	8
VOCE7504	Income Tax Prep Internship	40

Total Program Hours

67

Allan Hancock College

Program Outline

Title: Microsoft Office Basics

Award Type: Certificate of Completion

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher. Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that “Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles.” Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

The graduate of the Certificate of Completion in Microsoft Office Basics will:

- Use Word to create professional quality letters, certificates, flyers, labels and more.
 - Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
 - Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
 - Create slides, and add pictures, animation, and music to presentations.
 - Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.
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Program Requirements

Advisory: Recommend completion of Computers and You Levels 1 and 2 prior to taking the required courses:

VOCE7100	Computers and You: Level 1	28 - 36
VOCE7101	Computers and You: Level 2	28 - 36

Hours: 124 - 148

Required Core Courses:

VOCE7105	Intro to Microsoft Word	28 - 36
VOCE7107	Intro to Microsoft Excel	28 - 36
VOCE7112	Intro to Microsoft PowerPoint	14 - 18
VOCE7113	Intro to Microsoft Publisher	14 - 18
VOCE7108	Computer Skills Lab	40

Total Program Hours

124.00 - 148.00
