

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period April 11 – 25, 2019

June 11, 2019

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

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Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Associated Student Body Government (vacant)

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

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

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

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate:



President, Academic Senate

Date

Allan Hancock College

Adopted by Board of Trustees:

 6/11/19

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective summer/fall 2020 and pending Chancellor's Office approval and publication of course details. Catalog year 2020-21.

Course Prefix	Course Title	Units
ACCT 105	Introduction to Accounting	3
ACCT 131	Financial Accounting 1	3
ACCT 132	Financial Accounting 2 Prerequisite: ACCT 131 Formerly ACCT 130: In the previous decade, the Financial Accounting course, ACCT 130 was taught as two semester length courses. The course was later changed to a single, 3-unit course and there was a significant reduction to the topics taught and the level of detail presented in the course. An SGID in an Accounting 130 class was conducted last year and the overwhelming opinion was there was too much material presented too fast. This opinion was true of successful students as well as struggling students. This is the consequence of combining two, 3-unit courses into one, 3-unit course. In reviewing financial accounting from six other community colleges, half of those colleges offer financial accounting as a five or six unit course. Other colleges offer it as a four-unit course. Offering financial accounting at Allan Hancock College as two, 3-unit courses would improve our success rates and provide a better foundation for our students.	3
ART 199U	Creative Art and Design Practices This is a new special topic course in the art discipline.	2

Course Review

Course Prefix & No.	Course Title	Units
ATH 104	Care and Prevention of Athletics Injuries	3
ATH 106	Orthopedic Injury Assess/Rehab Prerequisite: ATH 104, Advisories: BIOL 124, ENGL 101	4
COS 301	Intro to Cosmetology Prerequisite: Math 521 or Math 531 or higher	5
COS 310	Manicuring Prerequisite: Math 521 or Math 531 or higher	9
MMAC 112	Responsive Web Design Formerly titled Web Page Design	3

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are listed below.

Course Prefix & No.	Course Title	Units
EMS 130	Principles of Emergency Management Modification of grading option from P/NP to Letter Grade only. Letter grade needs to be an option in some EMS program courses in order that students may be eligible for the degree.	3
DANC 148	Folklorico Concert Production Advisory: ENGL 514, Limitation on Enrollment: Audition Repeatable: 3 The course has been modified as a competition course	3

PROGRAM MODIFICATIONS

Catalog Year: 2020-21 and pending Chancellor's Office approval as needed.

Discipline	Program Title and Award	Units
ACCT	Accounting, Associate in Science Modifications to the program are a result of modifications to accounting courses. ACCT 131 and 132 are replacing ACCT 130 in this program and other programs in the Business department. Other modifications to this program include, replacing CBIS 101 with CBIS 141 Excel. Excel is a mandatory skill for all accountants. The total core units are changing from from 21 to 24 units, and the total major units from 27 to 30 units	30
BUS	Business Administration, Associate in Art Modifications: Removing ACCT 130, adding ACCT 131 and ACCT 132, total major units from 25 to 28 units	28
BUS	Business Administration, Associate in Science for Transfer Modifications: Removing ACCT 130, adding ACCT 131 and ACCT 132, increase total core units from 15 to 18, total major units changing from 25-26 to 28-29	28-29
BUS	Business: Marketing, Associate in Science Modifications: removing ACCT 100, ACCT 130, adding ACCT 131 and ACCT 132, core units changing from 27 to 30 units, total major units changing from 33 to 36 units.	36
BUS	Business: Management, Associate in Science	36

Modifications: Removing ACCT 100, ACCT 130, BUS/ECON 101, ECON 102, adding BUS 102, ACCT 131 and 132 to core, adding ENTR 101 and ENTR 102 to list of selected courses

CBIS	<p>Computer Business Information Systems: Information Technology Fundamentals, Certificate of Accomplishment</p> <p>Modifications: removing CBIS 301 and CBIS 321, total core units from 9 to 3 units</p>	3
CBIS	<p>Computer Business Information Systems, Certificate of Achievement</p> <p>Modifications: ACCT 130 being replaced with ACCT 105</p>	27
CBOT	<p>Computer Applications and Office Management Associate in Science</p> <p>Modifications: program title change from Administrative Assistant/Secretarial, modified catalog description, modified program outcomes, adding BUS 107(3) to core courses and BUS 302 (3) to core courses, total core units from 23 to 29, removing list of selected units.</p>	29
CBOT	<p>Computer Applications and Office Management, Certificate of Achievement</p> <p>Modifications: program title change from Administrative Assistant/Secretarial, modified catalog description, modified program outcomes. adding BUS 107(3) and BUS 302 (3) to core courses, total core units from 23 to 29, removing list of selected courses.</p>	29
CBOT	<p>Computer Business Office Technology: Legal Secretarial, Certificate of Achievement</p> <p>Modifications: required core units from 21 to 27 units, total major units from 30 to 27 units, adding PLGL 105 and BUS 107 to required core courses, removing list of selected courses.</p>	27
CBOT	<p>Computer Business Office Technology: Legal Secretarial Associate in Science</p> <p>Modifications: required core units from 21 to 27 units, total major units from 30 to 27 units, adding PLGL 105 and BUS 107 to required core courses, removing list of selected courses.</p>	27
CBOT	<p>C Computer Business Office Technology: Word/Information Processing, Certificate of Achievement</p> <p>Modifications: removing ACCT 100, ACCT 130, and ACCT 150 from selected units, adding ACCT 105 to list of selected courses.</p>	24
CBOT	<p>Computer Business Office Technology: Word/Information Processing, Associate in Science</p> <p>Modifications: removing ACCT 100, ACCT130, and ACCT 150 from selected units, adding ACCT 105 to list of selected courses.</p>	24

MISCELLANEOUS ITEMS

Modification	Course Prefix and No.	Course Title	Units	Effective
ESL corrections	Language regarding lecture and lab hours is being added to the ESL catalog descriptions.			
	ESL 538	Intermediate Writing for ESL (4)	4	2020-21
	ESL 541	Advanced Writing for ESL (4)	4	2020-21
	ESL 550	Fundamentals of Grammar (3)	3	2020-21
	ESL 551	Intermediate Grammar for ESL (3)	3	2020-21
Fire Tech corrections	The unit values for fire academy courses were reported incorrectly in the March 12, 2019 report.			
	FT 307	Firefighter 1 Academy 1A	6	2020-21
	FT 308	Firefighter 1 Academy 1B	7	2020-21

Allan Hancock College

Program Outline

Title: Accounting

Award Type: Associate in Science

All businesses need accounting information to measure their profitability, solvency, and liquidity. Accounting is known as the language of businesses and without it, businesses would be unable to communicate with leaders, stakeholders, and government authorities. The program focuses on traditional financial, managerial, and tax accounting principles and techniques. Coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing.

The associate degree in accounting prepares students for entry-level positions and professional advancement in public, private, and government accounting. Entry-level opportunities consist of positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, tax examiner assistant, and junior cost accountant. This is a tech prep program.

The graduate of the Associate in Science in Accounting will:

- Record common bookkeeping and accrual transactions in an accounting information system.
 - Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses
 - Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
 - Perform common managerial/cost accounting analyses to help managers make better decisions.
 - Be proficient in the use of computer applications such as QuickBooks, Excel, and Access.
 - Perform an effective analysis of financial statement information.
 - Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
 - Additional learning outcomes unique to the accounting or bookkeeping certificates: Explain, analyze and record payroll tax transactions.
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Program Requirements

A major of 30 units is required for the associate in science degree.

Required core courses (24 units):		Units: 24
ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
ACCT150	Introduction to Accounting Information Systems	3
ACCT160	Introduction Financial Statement Analysis	3
ACCT170	Introduction to Tax Accounting	3
BUS101	Introduction to Business	3
CBIS141	Microsoft Excel-Comprehensive	3
Plus a minimum of 6 units selected from the following:		Units: 6
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS130	Consumer & Family Finance	3
BUS140	Survey of International Business	3
BUS160	Business Communications	3
CBIS142	Microsoft Access-Comprehensive	3
Total Program Units		30

Allan Hancock College Program Outline

Title: Business Administration

Award Type: Associate in Arts

The associate degree program in business administration prepares students to begin upper-division work leading to a 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.

The graduate of the Associate in Arts in Business Administration 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

A major of 28 units is required for the associate in arts degree.

Required core courses (28 units):		Units: 28
ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
BUS101	Introduction to Business	3
BUS110	Business Law	3
CBIS101	Computer Concepts & Applications	3
ECON101	Principles of Macro-Economics	3
ECON102	Principles of Micro-Economics	3
MATH123	Elementary Statistics	4

Recommended electives:

BUS141	Global Economics	3
or		
ECON141	Global Economics	3
or		
GBST141	Global Economics	3
MATH135	Calculus with Applications	4

Total Program Units	28
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Allan Hancock College

Program Outline

Title: Business Administration

Award Type: Associate in Science for Transfer

The Associate in Science in Business Administration 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 will:

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

Program Requirements

MAJOR COURSES: A major of 28-29 units is required for the associate in science in business administration for transfer degree. Units: 18

Required core units 18 units:

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
BUS101	Introduction to Business	3
ECON101	Principles of Macro-Economics	3
ECON102	Principles of Micro-Economics	3

List A - select one course from the following (4 units):

 Units: 4

MATH123	Elementary Statistics	4
MATH135	Calculus with Applications	4

List B - select 2 courses below OR one course below and the course not selected in List A above. (6-7 units):

 Units: 6 - 7

BUS110	Business Law	3
CBIS101	Computer Concepts & Applications	3

General Education

Complete one of the following:

- a) CSU General Education Pattern 39 units
- or
- b) Intersegmental General Education Transfer Curriculum 37 units

Double Counting: A maximum of 10 units can be double counted for the major and CSU GE or IGETC General Education requirements.

CSU Transferrable Electives:

Select additional courses, if needed, to achieve the 60 units required for the Associate in Science in Business Administration for Transfer degree.

Total Program Units

28.00 - 29.00

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Allan Hancock College Program Outline

Title: Business: Management

Award Type: Associate in Science

The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Science in Business: Management will:

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

Program Requirements

A major of 36 units is required for the associate in science.

Required core courses (27 units):		Units: 27
ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
BUS101	Introduction to Business	3
BUS102	Marketing	3
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
CBIS101	Computer Concepts & Applications	3
or		
CBIS141	Microsoft Excel-Comprehensive	3
or		
CBOT131	Introduction to Word Processing	3
Plus a minimum of 9 units selected from the following:		Units: 9
BUS106	Small Business Management	3
BUS111	Internet Marketing	3
BUS140	Survey of International Business	3
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 3
ENTR101	Intro to Entrepreneurship	3
ENTR102	Entrepreneurship Projects	3
Total Program Units		36

Allan Hancock College Program Outline

Title: Business: Marketing

Award Type: Associate in Science

The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Science in Business: Marketing will:

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

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses 30 units.

Units: 30

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
BUS101	Introduction to Business	3
BUS102	Marketing	3
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
BUS302	Essentials of Management	3
CBIS101	Computer Concepts & Applications	3
or		
CBIS142	Microsoft Access-Comprehensive	3
or		
CBOT333	Business Desktop Publishing	3

Plus a minimum of 6 units selected from the following:

Units: 6

BUS103	Advertising	3
BUS106	Small Business Management	3
BUS111	Internet Marketing	3
BUS140	Survey of International Business	3
BUS303	Sales And Marketing	3
BUS149	Cooperative Work Experience: Occupational *	1 - 8

*: (related to Marketing)

Total Program Units

36

Allan Hancock College

Program Outline

Title: Computer Applications and Office Management

Award Type: Associate in Science

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Associate in Science in Computer Applications and Office Management will:

- Demonstrate the use of appropriate software applications to analyze and solve problems related to office administration.
 - Apply business principles to produce work-based learning projects.
 - Demonstrate proper administrative operations and procedures for business.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 29 units is required for the associate of science degree.

Units: 29

Required core courses (29 units):

CBOT131	Introduction to Word Processing	3
CBOT333	Business Desktop Publishing	3
BUS160	Business Communications	3
CBOT132	Advanced Word Processing	3
BUS302	Essentials of Management	3
CBOT302	Records Management	2
CBOT337	Presentation Design - PowerPoint	3
BUS107	Human Relations in Business	3
CBIS141	Microsoft Excel-Comprehensive	3
CBOT334	Administrative Office Procedures	3

Total Program Units

29

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Allan Hancock College

Program Outline

Title: Computer Applications and Office Management

Award Type: Certificate of Achievement

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Certificate of Achievement in Computer Applications and Office Management will:

- Demonstrate the appropriate use of software applications to analyze and solve problems related to office administration.
 - Apply business principles to produce work-based learning projects.
 - Demonstrate proper administrative operations and procedures for business.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 29 units is required for the certificate.

Units: 29

Required core courses (29 units):

CBOT131	Introduction to Word Processing	3
CBOT333	Business Desktop Publishing	3
BUS160	Business Communications	3
CBOT132	Advanced Word Processing	3
BUS302	Essentials of Management	3
CBOT302	Records Management	2
CBOT337	Presentation Design - PowerPoint	3
BUS107	Human Relations in Business	3
CBIS141	Microsoft Excel-Comprehensive	3
CBOT334	Administrative Office Procedures	3

Total Program Units

29

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Allan Hancock College Program Outline

Title: Computer Business Office Technology: Legal Secretarial

Award Type: Associate in Science

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the Associate in Science in Computer Business Office Technology: Legal Secretarial will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish appropriate tasks.
 - Analyze and solve problems related to legal office procedures and administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 27 units is required for the associate of science degree.

Required core courses (27 units):		Units: 27
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT305	Legal Office Procedures	3
CBOT334	Administrative Office Procedures	3
PLGL101	Intro to Paralegal Studies	3
PLGL105	Legal Analysis & Writing	3

Total Program Units **27**

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Allan Hancock College

Program Outline

Title: Computer Business Office Technology: Legal Secretarial

Award Type: Certificate of Achievement

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the Certificate of Achievement in Computer Business Office Technology: Legal Secretarial will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
 - Apply proper administrative operations and procedures for business.
 - Analyze and solve problems related to legal office procedures and administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A total of 27 units is required for the certificate.

Required core courses (27 units):

	Units: 27
BUS107 Human Relations in Business	3
BUS110 Business Law	3
BUS160 Business Communications	3
CBOT131 Introduction to Word Processing	3
CBOT132 Advanced Word Processing	3
CBOT305 Legal Office Procedures	3
CBOT334 Administrative Office Procedures	3
PLGL101 Intro to Paralegal Studies	3
PLGL105 Legal Analysis & Writing	3

Total Program Units

27

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Allan Hancock College

Program Outline

Title: Computer Business Office Technology: Word/Information Processing

Award Type: Associate in Science

Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Associate in Science in Computer Business Office Technology: Word/Information Processing will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish tasks.
 - Analyze and solve problems related to administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 24 units is required for the associate of science degree.

Required core courses (15 units): **Units: 15**

CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT333	Business Desktop Publishing	3
CBOT334	Administrative Office Procedures	3
CBOT337	Presentation Design - PowerPoint	3
or		
CBIS337	Presentation Design - PowerPoint	3

Plus a minimum of 9 units selected from the following: **Units: 9**

ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
BUS160	Business Communications	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3
BUS372	Workplace Diversity	0.5
BUS377	Managing Service Quality	0.5
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 8

Total Program Units **24**

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Allan Hancock College

Program Outline

Title: Computer Business Office Technology: Word/Information Processing

Award Type: Certificate of Achievement

Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Certificate of Achievement in Computer Business Office Technology: Word/Information Processing will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish tasks.
 - Analyze and solve problems related to administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A total of 24 units is required for the certificate.

Required core courses (15 units):		Units: 15
CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT333	Business Desktop Publishing	3
CBOT334	Administrative Office Procedures	3
CBOT337	Presentation Design - PowerPoint	3
or		
CBIS337	Presentation Design - PowerPoint	3

Plus a minimum of 9 units selected from the following:		Units: 9
ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
BUS160	Business Communications	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3
BUS372	Workplace Diversity	0.5
BUS377	Managing Service Quality	0.5
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 8

Total Program Units **24**

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Allan Hancock College

Program Outline

Title: Computer Business Information Systems

Award Type: Certificate of Achievement

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive certificate where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. This is a Tech Prep program (see "Programs of Study" for information about Tech Prep).

The graduate of the Certificate of Achievement in Computer Business Information Systems will:

- Understand the fundamentals of business, and how they relate to information systems needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
-

Program Requirements

A major of 21 units is required for a certificate of achievement.

Required core courses (21 units)		Units: 21
ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CBIS108	Networking and Administration	3
CBIS112	Intro to Visual Basic Program	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3

Total Program Units **21**

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Allan Hancock College

Program Outline

Title: Information Technology Fundamentals

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student need. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in Information Technology Fundamentals will:

- Understand the fundamentals of business and how they relate to information systems' needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
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Program Requirements

A total of 3 units is required for the certificate.

Core courses

CBIS101	Computer Concepts & Applications	Units: 3
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Total Program Units	3
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