



Academic Policies & Procedures

| AP&P Agenda | | Thursday, August 26, 2021 3:00 pm – 5:30 pm via Zoom | | |
|--|---|---|---|---|
| Type of Meeting: <i>Regular</i> Note Taker: <i>Sam Darby</i> Please Review/Bring: The past minutes for accuracy. | | | | |
| <i>Committee Members:</i> | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Mark Cruz, AKIN Representative</i> <i>Perry Jehlicka, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Vacant, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Vacant, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Vacant, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Vacant, Student Representative</i> </td> </tr> </table> | | | <i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Mark Cruz, AKIN Representative</i> <i>Perry Jehlicka, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Vacant, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> | <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Vacant, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Vacant, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Vacant, Student Representative</i> |
| <i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Mark Cruz, AKIN Representative</i> <i>Perry Jehlicka, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Vacant, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> | <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Vacant, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Vacant, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Vacant, Student Representative</i> | | | |
| Items | Person | Action | | |
| I. Opening comments from the Co-chair | <i>Scott Lee</i> | | | |
| II. Minutes 4/22/21 | <i>All</i> | | | |
| III. Informational Item - AP&P Representative Duties - AP&P Annual Training, Canvas - Changes to eLumen - Changes to Committee Structure - Meeting schedule: 9/9/21, 9/23/21, 10/14/21, 10/28/21, 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22 | <i>Scott Lee & Sam Darby</i> | | | |
| IV. Discussion - Ethnic Studies - Course Maximums - eLumen Training & Working Sessions - 2021-22 AP&P Goals - Addendum - Revision List - Work Experience - Credit by Examination | <i>Scott Lee & Kathryn Mitchell</i> | | | |
| V. Reports | | | | |
| VI. Action | <i>Scott Lee</i> | | | |



Academic Policies & Procedures

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| <p><i>New Course Developments</i> PHTC 200 The Business Of Photography THA 111 Theatre History I (previously approved as THA 113)</p> <p><i>Course Deactivations</i> CIS 141 Intro BASIC Programming CIS 145 Intro to Visual BASIC.NET Prog CIS 250 Intro to Python Programming</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> ACCT 131 Introduction to Income Tax (System approved Fall 2020) MUS 105 World Music MUS 111 Fundamentals of Music (Music Theory I)</p> <p><i>Substantial course revisions</i> MUS 101 Music Appreciation SPAN 203 Intro to Hispanic Literature</p> <p><i>Substantial Program revisions</i> Real Estate Broker Cert (System approved Fall 2020) Real Estate Salesperson Cert (System approved Fall 2020)</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p> | | |
| <p>VII. Closing Comments</p> | <p>Scott Lee</p> | |
| <p>NEXT MEETING DATE: September 9, 2021</p> | | |



Academic Policies & Procedures

| AP&P Minutes- DRAFT | | Thursday, April 22, 2021 3:00 pm – 5:30 pm via Zoom |
|--|-------------------------|---|
| Type of Meeting: <i>Regular</i> Note Taker: <i>Sam Darby</i> Please Review/Bring: The past minutes for accuracy. | | |
| <i>Committee Members:</i> | | |
| <i>Kathryn Mitchell, Co-chair</i> <i>Isabelle Saber, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Timothy Sturm, CTE Representative</i> <i>Kent Moser, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Jeffrie Ahmad, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> <i>Dr. Ronald Chapman, SBS Representative</i> | | <i>Dr. Ibrahim Ganley, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Gabrielle Poorman, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Mariano Eguizaba, Student Representative</i> |
| Items | Person | Action |
| I. Opening comments from the Co-chair | <i>Kathryn Mitchell</i> | Meeting called to order at 3:03 p.m. Motion to amend agenda "Minutes to 4/08/21." |
| II. Minutes 4/08/21 | <i>All</i> | Motion to approve 04/08/21 minutes Motion seconded Correction to a statement "No exact definition matches; it's not a combination of the 4 definitions." Motion approved |
| III. Informational Item - AP&P Work 2021-22 - Division Reps | <i>Kathryn Mitchell</i> | <u>Issues Discussed:</u> AP&P Work 2021-22 DE questions to be revised with DETC approval. Work Experience process. Catalog consistency and language. Maybe working with Guided Pathways. |
| | | <u>Issues Discussed:</u> Division Reps Remind division to vote on reps Send information to Sam |



Academic Policies & Procedures

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| <p>IV. Discussion</p> <ul style="list-style-type: none"> - Correspondence Ed - DETC Representative Needed - Senate Year-End Report - | <p><i>Kathryn Mitchell</i></p> | <p>Issues Discussed: Rep Chapman questioned the clarity from the Correspondence Ed document. It was discussed that this language comes from the Chancellor’s Office.</p> <p>No additional feedback.</p> <p>Issues Discussed: DETC Representative to be liaison Discussion of new rep Kent Moser</p> <p>Follow up Redo workflows to include DETC Rep.</p> <p>Issues Discussed: Senate Year-End Report no changes recommended</p> |
| <p>V. Reports</p> | | |
| <p>VI. Action</p> <ul style="list-style-type: none"> - AP&P Handbook - AP&P Change in Membership <ul style="list-style-type: none"> - Athletics & Kinesiology division | <p><i>Kathryn Mitchell</i></p> | <p>Motion to approve AP&P Handbook Motion seconded Motion approved</p> <p>AP&P Change in Membership to include reps from Athletics & Kinesiology division Motion seconded Motion approved</p> |
| <p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> HD 103 Career Planning</p> <p><i>Substantial course revisions</i> CA131 Relational Database Management and Design CA159 SUSE Linux Server Administration CA165 Digital Forensics Fundamentals CA171 Introduction to Networking CA175 Administering Windows Server CA176 Windows Server Networking CA182 Network Security</p> | | <p>HD 103 Motion to approve HD 103 pending correction to methods of instruction.</p> <p>Motion to approve CA 131 CA 159 CA 165 CA 171 CA 175 CA 176 CA 182 CA 183 CA 185 Motion seconded Motion approved</p> <p><i>Programs with * will be treated as “new programs” for purposes of submissions to COCI.</i></p> <p>Motion to approve</p> |



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| <p>CA183 Security Countermeasures CA185 Network Security - CCNA Security</p> <p><i>Substantial Program revisions</i> All Automotive Systems A.S.* All Automotive Systems Cert* Business Administration 2.0 A.S.-T.* Computer Science A.S.-T.* IT Cybersecurity A.S.*</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>Program Discontinuance</i> Drafting Engineering Technology</p> | | <p>All Automotive Systems A.S. (Previously Driveability, Emission & Electrical A.S.) Discussion of crosswalk. Change in name, appropriate process.</p> <p>All Automotive Systems Cert (Previously Driveability, Emission & Electrical Cert.) Approval pending upload of LMI, Consortium & Advisory minutes.</p> <p>Motion to approve Business Administration 2.0 A.S.-T. Motion seconded Motion approved</p> <p>Motion to approve Computer Science A.S.-T. Motion seconded Motion approved</p> <p>Motion to approve IT Cybersecurity A.S. Motion seconded Motion approved</p> <p>Motion to ratify the discontinuance: Drafting Engineering Technology Motion seconded Motion approved</p> |
| <p>Closing Comments</p> | <p><i>Kathryn Mitchell</i></p> | <p>Meeting adjourned 4:20 p.m.</p> |
| <p>VII. NEXT MEETING DATE: Fall 2021</p> | | |



Faculty Representative's: Duties and Responsibilities:

1. Keeping his/her division informed of all AP&P matters, guidelines, and timelines.
2. Meeting often with faculty who are in the process of course or program development/revision.
3. Conduct at least one two-hour training session per semester on the use of eLumen for program and course revision and development.
4. Ensuring that discipline/division faculty review and discuss the Course Impact Report, Course Proposal/Content Review and the Course Outline of Record before they are submitted to the AP&P committee; the faculty representative's signature ensures approval at the division level.
5. Completing a technical review of all forms, whether electronic or paper, making sure that all information is complete and accurate, in line with the AVC mission, goals of the college, and free from excessive grammatical or typographical errors that would result in the material being pulled from the agenda.
6. Ensuring that the instructor developing the course has communicated with 1) the Articulation Officer for review of transfer courses and the potential impact on courses and programs across the district curriculum; and 2) a librarian for a review of support material for each course, both new and revised.
7. Ensuring that all vocational courses are approved by an advisory committee before being submitted for committee review.
8. Representing his/her division when courses are up for review by committee.
9. Signing forms or electronically approving where necessary, along with the instructor who developed the course and the division dean.
10. Assisting his/her division faculty with revisions based upon committee's suggestions or directions.



11. Assisting his/her division with development of certificate/degree programs and locally approved certificates.
12. Assisting his/her division with the implementation and use of the eLumen Software.
13. Reviewing all agenda items prior to meeting and coming prepared to discuss material.
14. Representing his/her division on all curriculum/academic matters referred to the division for discussion and implementation.
15. Senate Constitution: Article VII - Tenure of Senate Representative
 - 1a. Upon the representative's third consecutive absence without proxy from a meeting of the Senate, the President will notify the division faculty members. The division then has the option to choose a new Senate representative. Thus, as a subcommittee of the Academic Senate, AP&P Representatives are required to adhere to this policy.



Changes to eLumen

Courses

Max Enrollment

More Options

| | | |
|--|--|---|
| Basic Skill Status (CB08) * Course is a basic skills course. ▾ | Course Special Class Status (CB13) * ... Course is not a special class. ▾ | Grade Options * Pass/No Pass ▾ |
| Allowed Number of Retakes * 0 | <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge | <input type="checkbox"/> Allow Students To Audit Course |
| Retake Policy Description A-N-Course not repeatable | Rationale For Credit By Exam/Challenge Short Explanation of the Rationale For Credit By Exam/Challenge | Max Enrollment ... [Empty text box] |

C-ID Designation

C-ID Designation

C-ID Designation
None selected ▾

C-ID Number
C-ID Number

CTE

CTE

CTE TOP Code?
None selected ▾

Programs

Program builder (Course blocks + Recommended Plan)

Program Rules

Rule Group: Historical and Alternative Photographic Processes Certificate of Achievement ^

Complete: All of the following v 0 - 0

Rule Group: Required Courses v x

Rule Group: Elective Courses v x

Rule Group Credits: 16

[Add Course Rules](#) [Add Text Rule](#) [Add Rule Group](#)

Checklist for ADT + CTE

Checklist

Associate Degree for Transfer Degrees: AA-T and AS-T Requirements ☰

- Current Chancellor's Transfer Model Curriculum (TMC)
- C-ID or ASSIST Articulation Information, as required by the TMC
- Updated CORS for all courses in major

CTE Program Requirements: ☰

- Advisory Committee Recommendation
- Regional Consortium Recommendation
- Labor Market Information (LMI)
- Updated CORS for all courses in major

CTE Top Code

CTE

CTE TOP Code?

None selected v

Stages for courses and programs.

1. Faculty
2. Division Coordinator (Dean), Articulation Officer, Librarian
3. AP&P Tech + Outcomes
4. Tech Review
5. AP&P Committee
6. Curriculum Meeting & Agenda
7. Vice President Academic Affairs
8. Board of Trustees, COCI, & Banner

ANTELOPE VALLEY COLLEGE
Office of the Dean of Enrollment Services

**PETITION FOR CREDIT BY EXAMINATION
INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

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

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

Students MAY NOT be registered for the course being challenged.

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

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

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

CONDITIONS AND RESTRICTIONS:

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

**PETITION FOR CREDIT BY EXAMINATION
REQUEST PROCEDURE**

PROCEDURE:

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

ANTELOPE VALLEY COLLEGE
Office of Academic Affairs

CREDIT BY EXAMINATION COURSE LIST
(Challenge List)

| | |
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| ABDY 112 | Basic Auto Body Repair |
| ABDY 122 | Basic Automotive Refinishing |
| ACCT 111 | Bookkeeping |
| ACCT 113 | Bookkeeping II |
| ACCT 115 | Payroll Bookkeeping |
| ACCT 121 | Microcomputer Accounting |
| ACCT 131 | Introduction to Income Tax |
| ACRV 112 | Basic Refrigeration Systems |
| ACRV 113 | Basic Refrigeration Controls |
| ACRV 122 | Residential Air Conditioning Systems |
| ACRV 123 | Residential Air Conditioning Controls |
| AFAB 110 | Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation |
| AFAB 130 | Aerospace Ethics and Issues |
| AFAB 210 | Aircraft Production Systems |
| AGRI 102 | Plant Pest Control |
| AGRI 104 | Nursery Practices |
| AGRI 110 | Basic Landscape Design |
| AGRI 112 | Plant and Landscape Maintenance |
| AGRI 132 | Turf and Landscape Maintenance |
| AGRI 134 | Plant Identification I |
| AGRI 153 | Landscape Construction – Concrete and Masonry |
| AGRI 155 | Landscape Construction – Wood and Lighting |
| AGRI 210 | Advanced Landscape Design |
| AGRI 212 | Interior Plantscape |
| AGRI 220 | Landscape Irrigation |
| AGRI 230 | Soils and Plant Nutrition |
| AGRI 234 | Plant Identification II |
| AGRI 250 | Landscape Management |
| AJ 101 | Introduction to Administration of Justice |
| AJ 102 | Criminal Law |
| AJ 103 | Criminal Evidence |
| AJ 104 | Introduction to Corrections |
| AJ 204 | Juvenile Procedures |
| ASTR 101 | Astronomy |
| ATH 100 | Introduction to Athletic Training |
| BUS 101 | Introduction to Business |
| BUS 105 | Business Mathematics |
| BUS 111 | Business English |
| CA 103 | Introduction to Computers and Digital Technology |
| CA 111 | Word Processing – Microsoft Word |
| CA 171 | Introduction to Networking |
| CA 175 | Administering Windows Server |
| CA 176 | Windows Server Networking |
| CHIN 101 | Elementary Chinese I |
| CHIN 102 | Elementary Chinese 2 |

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| CIS 101 | Introduction to Computer Information Science |
| CIS 121 | Computer Mathematics |
| CT 105 | Principles of Sewing |
| DFST 101 | American Sign Language I |
| DFST 102 | American Sign Language II |
| DRFT 120 | Introduction to 2-D CAD |
| DM 101 | Digital Media Arts |
| DM 103 | Graphic Design I |
| DM 113 | Photoshop I |
| DM 115 | Graphic Communication I |
| ELEC 110 | Fundamentals of Electricity |
| ELEC 115 | Electrical Codes and Ordinances |
| ELEC 130 | Alternating Current Theory |
| ELTE 110 | Electronics Mathematics |
| ELTE 125 | Direct Current and Alternating Current Principles |
| ELTE 130 | Digital Circuit Analysis |
| ENGR 110 | Engineering Orientation and Basic Skills |
| ENGR 115 | Basic Engineering Drawing |
| ENGR 185 | Digital Logic and Design |
| FREN 101 | Elementary French 1 |
| FREN 102 | Elementary French 2 |
| FTEC 111 | Fire Protection Organization |
| FTEC 112 | Fire Prevention Technology |
| FTEC 113 | Fire Protection Equipment and Systems |
| FTEC 114 | Building Construction for Fire Protection |
| FTEC 115 | Fire Behavior and Combustion |
| GEOG 101 | Physical Geography: Earth's Surface Landscapes |
| GEOL 101 | Physical Geology |
| GER 101 | Elementary German 1 |
| GER 102 | Elementary German 2 |
| HE 101 | Health Education |
| ID 100 | Introduction to Interior Design |
| ID 150 | History of Design I |
| ID 160 | Material Selection for Interior Design |
| ID 201 | History of Design II |
| ID 230 | Fundamentals of Lighting Design |
| ID 250 | Professional Interior Design Business Practices |
| LATN 101 | Elementary Latin 1 |
| LATN 102 | Elementary Latin 2 |
| MATH 070 | Elementary Algebra |
| MATH 102 | Intermediate Algebra |
| MATH 105 | Geometry and Methods of Proof |
| MATH 115 | Statistics |
| MATH 120 | Math for Teachers |
| MATH 124 | Finite Math |

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| MATH 128 | College Algebra for Liberal Arts |
| MATH 135 | Plane Trigonometry |
| MATH 140 | Precalculus |
| MATH 148 | Calculus for Business and Economics |
| MATH 150 | Calculus and Analytic Geometry |
| MATH 160 | Calculus and Analytic Geometry |
| MATH 220 | Linear Algebra |
| MATH 230 | Introduction to Ordinary Differential Equations |
| MATH 250 | Calculus and Analytic Geometry |
| MGT 101 | Management Principles |
| MGT 105 | Elements of Supervision |
| MGT 115 | Human Behavior in Organizations |
| MGT 121 | Human Resources Management |
| MKTG 101 | Principles of Marketing |
| MKTG 112 | Introduction to Advertising |
| MKTG 121 | Salesmanship |
| MOA 101 | Beginning Medical Terminology |
| MOA 102 | Advanced Medical Terminology |
| MUS 111 | Fundamentals of Music |
| MUS 131 | Keyboard Skills I |
| MUS 132 | Keyboard Skills II |
| NS 101A | Fundamentals of Nursing Science |
| NS 102A | Maternal and Newborn Nursing |
| NS 103A | Medical Surgical Nursing I |
| NS 200A | Nursing Transition |
| NS 201A | Psychiatric-Mental Health Nursing |
| NS 202A | Medical Surgical Nursing II |
| NS 203A | Pediatric Nursing |
| NS 204A | Medical Surgical Nursing III |
| NS 205A | Transition to Professional Nursing |
| OT 101 | Beginning Computer Keyboarding |
| OT 102 | Intermediate Computer Keyboarding |
| OT 103 | Advanced Computer Keyboarding |
| OT 121 | Spreadsheets for the Office |
| OT 152 | Beginning Medical Insurance |
| RE 111 | Real Estate Finance |
| RE 121 | Legal Aspects of Real Estate |
| RE 141 | Escrow Principles |
| RE 161 | Property Management |
| SPAN 101 | Elementary Spanish 1 |
| SPAN 102 | Elementary Spanish 2 |
| VN 109 | Fundamentals of Patient care for Vocational Nurses |
| VN 110 | Self-Care: Fundamentals and Pharmacology |
| VN 111 | Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient |
| VN 112 | Nursing to Promote Self-Care Agency in the Adult |
| VN 113 | Nursing Leadership to Promote Self-Care Agency in the Adult |