

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	Enrique Camacho, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, Scott Lee, and David Newman

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: December 1, 2010

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, December 9, 2010, BE 321 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 7
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. November 18, 2010

4. INFORMATIONAL ITEMS

- a. 2-3 CurricUNET training workshops for Spring 2011 will be scheduled soon in TE7 room 103.
- b. Proficiency / Requisite page in CurricUNET

5. DISCUSSION ITEMS

- a. International Baccalaureate (IB) and College Level Examination Program (CLEP)
- b. SB 1440 – Mrs. Sharon Lowry

6. ACTION ITEMS – Course Revisions

- a. PSY 219 – Dynamics of Sex and Gender 3 units, 3 hours weekly – CurricUNET
- b. PSY 244 – Introduction to Counseling 3 units, 3 hours weekly – CurricUNET
- c. CHEM 110 – General Chemistry 5 units, 7 hours weekly – CurricUNET
- d. MATH 160 – Calculus and Analytic Geometry 5 units, 5 hours weekly – CurricUNET
- e. ENGL 104 – The Research Paper 1 unit, 22 hours total – CurricUNET
Title Change, Advisory Change (NO changes to Units or Hours)
- f. ENGL 111 – Creative Writing: Fiction 3 units, 3 hours weekly – CurricUNET
- g. ENGL 112 – Creative Writing: Poetry 3 units, 3 hours weekly – CurricUNET
- h. ENGL 212 – Advanced Poetry Writing 3 units, 3 hours weekly – CurricUNET
- i. DE Online Only – HD 1980 – Orientation to College 0.5 units, 9 hours total – CurricUNET
- j. DE Hybrid – HD 1980 – Orientation to College 5 units, 9 hours total – CurricUNET
- k. GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET
- l. NEW DE Online Only – GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET
- m. NEW DE Hybrid – GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET
- n. GER 102 – Elementary German 2 5 units, 5 hours weekly – CurricUNET
- o. NEW DE Online Only – GER 102-Elementary German 2 5 units, 5 hours weekly – CurricUNET
- p. NEW DE Hybrid – GER 102-Elementary German 2 5 units, 5 hours weekly – CurricUNET
- q. AFAB 120 – Composites 6 units, 8 hours weekly – CurricUNET

- r. ID 110 – Interior Drafting and Design 3 units, 4 hours weekly – CurricUNET
Name Change, Advisory Change
- s. ID 230 – Fundamentals Lighting Design 3 units, 3 hours weekly – CurricUNET
Numbering Change, Name Change, Advisory Change
- t. ID 250 – Professional Interior Design Business Practices 3 units, 3 hours weekly – CurricUNET
Numbering Change, Advisory Change
- u. ID 260 – Residential Space Planning 3 units, 4 hours weekly – CurricUNET
Numbering Change
- v. MKTG 112 – Introduction to Advertising 3 units, 3 hours weekly – CurricUNET

7. ACTION ITEMS – Second Reading – Course Revisions

- a. PE 101 –Adaptive Physical Education 1 unit, 3 hours weekly – CurricUNET
- b. PE 265 – Intercollegiate Women’s Volleyball 2 units, 10 hours weekly – CurricUNET

8. ACTION ITEMS – Consent Items – Course Revisions

- a. AJ 104 – Introduction to Corrections 3 units, 3 hours weekly – CurricUNET
- b. HIST 104 – Intro to World Civilization from Human Beginnings-1500 3 units, 3 hours wkly – CurricUNET
- c. HIST 105 – Intro to World Civilization from 1500 until the Present 3 units, 3 hours wkly – CurricUNET
- d. HIST 115 – Cultural History of Mexico 3 units, 3 hours weekly – CurricUNET
- e. ID 100 – Introduction to Interior Design 3 units, 3 hours weekly – CurricUNET

9. ACTION ITEMS – New Course

- a. AFAB 210 – Aircraft Production 3 units, hours weekly – CurricUNET

10. DISCUSSION ITEMS – Attached Memos

- a. Interior Design Course Number Changes
- b. Certificate Change Request for General Aircraft Maintenance
- c. Degree/Certificate Change Request for Aircraft Fabrication and Assembly
- d. Addition of AFAB 115 and ID 200 to the Credit by Exam List

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
- 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
- MKTG 112 Introduction to Advertising – Submitted - Agenda*

Counseling

- HD 198 Human Development Seminars

Health Sciences / FACE

- CFE 113 Inc Classrooms Nutr Excep Child
- CFE 114 Music Movement Ed Young Child
- CFE 116 Justice, Equity & Inclu in CFE
- CFE 168 Foster Parent Med Fagile Child
- CFE 211 Health Safety for Young Child
- CFE 212 School Age Programs
- EMT 101 Emergency Medical Tech 1
- MOA 110 Beg Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
- MOA 111 Adv Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
- NS 111 Fundamentals of Nursing Science
- 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
RCP 103 Concepts in Respiratory Care
RCP 104 Respiratory Care Pharmacology
RCP 105 Fundamentals of Clinical Respiratory Care
RCP 201 Neonatal and Pediatric Respiratory Care
RCP 202 Fundamentals of Intensive Respiratory Care
RCP 203 Seminar & Practicum in Respiratory Care I
RCP 204 Seminar & Practicum in Respiratory Care II

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 - Agenda
ENGL 111 Creative Writing: Fiction – Submitted - Agenda
ENGL 112 Creative Writing: Poetry – Submitted - Agenda
ENGL 113 Creative Writing: Nonfiction – Submitted
ENGL 211 Advanced Fiction Writing – Submitted
ENGL 212 Advanced Poetry Writing – Submitted - Agenda
GER 101 Elementary German 1 – Submitted - Agenda
GER 102 Elementary German 2 – Submitted - Agenda
GER 201 Intermediate German 1
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 135 Plane Trigonometry
MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry – Submitted
MATH 160 Calculus & Analytic Geometry – Submitted - Agenda
MATH 230 Intro Ordinary Diff Equations
MATH 250 Calculus & Analytic Geometry
BIOL 100 Elem Human Anatomy & Physiology
BIOL 101 General Biology
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 110 General Chemistry – Submitted
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 101 Adaptive Physical Education – Submitted – Agenda
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 139 Team Sport Fundamentals – Received 8/2010; Technical Review 9/2/10 - Agenda
PE 140 Preseason Sport Conditioning – Received 8/2010; Technical Review 9/2/10 - Agenda
PE 160 Beginning Tennis
PE 160 Intermediate Tennis
PE 160 Advanced Tennis
PE 180 Advanced Volleyball Techniques – Received 8/2010; Technical Review 9/2/10 - Agenda
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
PE 265 Intercollegiate Women's Volleyball – Received 8/2010; Technical Review 9/2/10 - Agenda

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 104 Intro World Civ from Human Begin-1500 – Submitted
HIST 105 Intro World Civ 1500-Present – Submitted
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 115 Cultural History of Mexico – Submitted
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 219 Dynamics of Sex and Gender – Agenda Ready 10/14/10

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
AFAB 120 Composites Fabrication and Repair – Submitted
AJ 104 Introduction to Corrections – Submitted

AJ 209 Public Safety Communications

AJ 800 Peace Officer Intensive Basic Training – Submitted
CT 050 Sewing Basics
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
ID 200 Fundamentals of Lighting Design – Submitted
ID 205 Professional Inter Des Business Practices – Submitted - Agenda
WELD 101 Welding Fundamentals – Submitted
WELD 110 Oxyacetylene Weld, Cut, Brazing – Submitted
WELD 120 Basic Shielded Metal Arc Welding – Submitted
WELD 130 Advanced Shielded Metal Arc Welding – Submitted
WELD 145 Advanced Welding Processes – Submitted
WELD 211 Performance Welding Oxyacetylene – Submitted
WELD 212 Performance Welding Arc – Submitted
WELD 230 Welding Symbols & Print Reading – Submitted
WELD 240 Welding Layout – Submitted
WELD 260 Cert Welding L.A. City Building Code – Submitted

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic
ART 102 History of Art: Renaissance to Modern
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
MUS 255B Advanced Keyboard Harmony

MUS 260 Concert Band – Submitted
MUS 262 Advanced Clarinet Choir – Submitted
MUS 270 Advanced Flute Choir – Submitted
MUS 291 Applied Music
MUS 292 Applied Music Performance
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

BUS 121 Investment Fundamentals – Submitted

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 Self-Care: Fundamentals and Pharmacology
VN 110CL Self-Care: Fundamentals and Pharmacology
VN 111 Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112 Nursing to Promote Self-Care Agency in Adult
VN 112CL Nursing to Promote Self-Care Agency in Adult
VN 113 Nursing Leadership to Promote Self-Care Agency in the Adult
VN 113CL Nursing Leadership to Promote Self-Care Agency in the Adult

Instructional Resource

GED 906 Bas Use of Dict & Thes for GED
NCR 910 U.S. Constitution Exam
WR 902 Job Search Preparation
WR 904 Surviving the Job Probation Period
WR 906 Developing as a Professional: Promotability

Language Arts

LATN 201 Intermediate Latin

Math/Science and Engineering

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

Physical Education & Athletics

PE 118 Beginning Bowling
PE 118 Intermediate Bowling
PE 195 Sports Appreciation
PE 237 Intercollegiate Men's Golf

Technical Education

ACRV 100 Refrigeration Basics
ACRV 198 Heating and Air Conditioning Seminars
AJ 130A Reserve Peace Officer Level III Part 1 (Received obsolete Memo 9/21/10)
AJ 130B Reserve Peace Officer Level III Part 2 (Received obsolete Memo 9/21/10)
AJ 130C Reserve Peace Officer Level II (Received obsolete Memo 9/21/10)
AJ 130D Reserve Peace Officer Level I (Received obsolete Memo 9/21/10)
AUTO 198A Anti-Lock Braking Systems (ABS)
AUTO 198D Engine Performance Training Seminar
AUTO 198E Advanced Engine/Emission Sys Diagnosis & Repair
AUTO 198F Gaseous Fueled Vehicles Training Seminar
AUTO 198H Adv. Emissions Diagnostics Training Seminar
AUTO 198N Electronic Transmissions & Transaxles Seminar
AUTO 198C Electrical/Electronic Systems Training Seminar

Visual & Performing Arts

DM 101L Digital Media Arts Lab – Submitted
DM 103L Graphic Design I Lab
DM 105L Interactive Media Lab
DM 106L Video Design and Production I Lab – Submitted
DM 110L Motion Graphics Lab – Submitted
DM 112L Experimental Digital Video Lab – Submitted
DM 113L Photoshop I Lab
DM 115L Graphic Communications I Lab
DM 127L Web Design and Production I Lab – Submitted
DM 128L Web Des & Prod II Lab
DM 133L Digital Printing I Lab
DM 143L Computer 2-D Animation Lab – Submitted
DM 145L Computer 3-D Animation Lab – Submitted
DM 203L Graphic Design II Lab
DM 205L Digital Illustration Lab
DM 206L Video Design and Production II Lab – Submitted
DM 213L Photoshop II Lab
DM 215L Graphic Communications II Lab
DM 233L Digital Printing II Lab
DM 246L Portfolio and Job Search Lab
DM 298L Special Studies in Digital Media Lab – Submitted
FTV 155 Film Festival Analysis
FTV 215 Directing for Film & Video
FTV 230 Digital Cinematography – Submitted
FTV 242 Writing and Pre-Production of the Short Film – Submitted
FTV 244 Production & Post-Production of the Short Film – Submitted
FTV 251 Contemporary American Independent Film
PHOT 213L Life Photography Lab
PHTC 101L Beginning Black & White Photography Lab – Submitted
PHTC 125L Beginning Digital Photography Lab – Submitted
PHTC 150L Beginning Color Photography Lab – Submitted
PHTC 201L Advanced Black & White Photography Lab – Submitted
PHTC 203L Foundations of Cameras and Composition Lab – Submitted
PHTC 205L Documentary and Landscape Photography Lab – Submitted
PHTC 211L Wedding, Portrait and Event Photography Lab – Submitted
PHTC 215L Photography Studio Practices Lab
PHTC 275L Advanced Digital Photography Lab – Submitted
PHTC 298L Special Studies in Photography Lab – Submitted
THA 205 Advanced Acting Workshop

13.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 Ms. Patricia A. Márquez Sandoval, 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
Technical Education Division

MEMORANDUM

Date: October 28, 2010
To: Academic Policy & Procedures Committee
From: Margaret Drake, Dean *MD*
Leslie Baker, Instructor *LB*
Subject: Interior Design Course Number Changes

In order to better communicate the order and difficulty of the Interior Design courses, we are proposing that a new course number scheme be approved. Some of the titles will also change. Two courses are due for revision now, and all other affected courses will be revised through CurricUNET before the deadline for the 2011/2012 catalog. The new numbering scheme is shown below with the old course numbers in parenthesis. Course content will not be significantly changed so students who have taken the courses under the old numbers will not need to take the course again. Once the new numbering scheme and the course outlines of recorded have been approved, we will submit to AP&P a Degree/Certificate Change Request memo.

ID 100, Introduction to Interior Design (ID 100, Introduction to Interior Design)
ID 110, **Interior Drafting and Design** (ID 110, Interior Design Presentation Techniques I)
ID 120, Interior Design and the Element of Color (ID 120, Interior Design and the Element of Color)
ID 150, **History of Design I** (ID 115, History of Interior Architecture and Furniture I)
ID 160, Material Selection for Interior Design (ID 125, Material Selection for Interior Design)
ID 201, **History of Design II** (ID 116, History of Interior Architecture and Furniture II)
ID 220, Designing Residential Interiors (ID 105, Designing Residential Interiors)
ID 230, Fundamentals of Lighting Design (ID 200, Fundamentals of Lighting Design)
ID 250 Professional Interior Design Business Practices (ID 205)
ID 260 Residential Space Planning (ID 210)

The following course numbers are being retired and should not be used for any future courses:

ID 105, ID 115, ID 116, ID 125, ID 200, ID 205 and ID 210

MMD:mr

ANTELOPE VALLEY COLLEGE

Technical Education Division

MEMORANDUM

To: AP&P Committee

From: Margaret Drake, Dean 
Jack Halliday, Faculty 
Ty Mettler, Faculty 
Rick Motawakel, AP&P Representative 

Date: October 20, 2010

Subject: Certificate Change Request for General Aircraft Maintenance

Below are the recommended revisions to the General Aircraft Maintenance Certificate. An elective course has been added to the list of elective courses for Certificate. No impact on number of units required for certificate.

The proposed changes have been discussed with and approved by the faculty of the Technical Education Division and Aeronautical and Aviation Technology program on October 19, 2010.

Current:	Proposed:
<p>Definition: This program is designed to prepare students for careers in the Aeronautical and Aviation industry.</p> <p>Staff: Faculty: Jack Halliday Ty Mettler</p> <p>Program Description: The certificate and associate degree programs include course work to help students prepare for the Airframe and Powerplant (A&P) license exams.</p> <p>Career Options: Aircraft Dispatcher Aircraft Operator Airframe and Powerplant Repair Airport Management (General Aviation and Airline Related Operator) Structural Assembler (Some of these careers may require education beyond the two-year college level.)</p> <p>Certificate Program: General Aircraft Maintenance This program provides the basic understanding and principles of basic electricity, basic physics, math, fluid lines and fittings, materials and processes, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records, weight and balance, ground handling and aircraft drawings. The following courses (18 units minimum) are required for the certificate.</p>	<p>Definition: This program is designed to prepare students for careers in the Aeronautical and Aviation industry.</p> <p>Staff: Faculty: Jack Halliday Ty Mettler</p> <p>Program Description: The certificate and associate degree programs include course work to help students prepare for the Airframe and Powerplant (A&P) license exams.</p> <p>Career Options: Aircraft Dispatcher Aircraft Operator Airframe and Powerplant Repair Airport Management (General Aviation and Airline Related Operator) Structural Assembler (Some of these careers may require education beyond the two-year college level.)</p> <p>Certificate Program: General Aircraft Maintenance This program provides the basic understanding and principles of basic electricity, basic physics, math, fluid lines and fittings, materials and processes, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records, weight and balance, ground handling and aircraft drawings. The following courses (18 units minimum) are required for the certificate.</p>

Current:		Proposed:	
Required Courses:	units	Required Courses:	units
AERO 120, Aircraft General I*	7.5	AERO 120, Aircraft General I*	7.5
AERO 121, Aircraft General II*	7.5	AERO 121, Aircraft General II*	7.5
Program Elective	<u>3</u>	Program Elective	<u>3</u>
Total	18	Total	18
Program Electives:	units	Program Electives:	units
AERO 101, Fundamentals of Aviation Technology	3	AERO 101, Fundamentals of Aviation Technology	3
AERO 180, SPACETEC Core Certification Readiness	1-3	AERO 180, SPACETEC Core Certification Readiness	1-3
AERO 280, Aircraft General-Written Test Review	3	AERO 280, Aircraft General-Written Test Review	3
AERO 281, Aircraft Airframe-Written Test Review	3	AERO 281, Aircraft Airframe-Written Test Review	3
AERO 282, Aircraft Powerplant-Written Test Review	3	AERO 282, Aircraft Powerplant-Written Test Review	3
AFAB 110, Basic Blueprint Interpretation	4	AFAB 110, Basic Blueprint Interpretation	4
AFAB 115, Aircraft Structures	6	AFAB 115, Aircraft Structures	6
AFAB 120, Composites Fabrication and Repair	6	AFAB 120, Composites Fabrication and Repair	6
AFAB 130, Aerospace Workplace Issues and Ethics	4	AFAB 130, Aerospace Workplace Issues and Ethics	4
ELTE 252, Intro. to Avionics	3	AFAB 210, Aircraft Production Systems	6
ELTE 254, Radio Telephone License	3	ELTE 252, Intro. to Avionics	3
		ELTE 254, Radio Telephone License	3
<i>Recommended Plan of Study</i>		<i>Recommended Plan of Study</i>	
First Semester	units	First Semester	units
Course from GE requirement Area A	3	Course from GE requirement Area A	3
Course from GE requirement Area B	3	Course from GE requirement Area B	3
Course from GE requirement Area D1	3	Course from GE requirement Area D1	3
Program Elective	<u>3</u>	Program Elective	<u>3</u>
Total	12	Total	12
Second Semester	units	Second Semester	units
Course from GE requirement Area C	3	Course from GE requirement Area C	3
Course from GE requirement Area D2	3	Course from GE requirement Area D2	3
Course from GE requirement Area E	3	Course from GE requirement Area E	3
Elective	<u>3</u>	Elective	<u>3</u>
Total	12	Total	12
Summer	units	Summer	units
AERO 120, Aircraft General I* or		AERO 120, Aircraft General I* or	
AERO 121, Aircraft General II*	<u>7.5</u>	AERO 121, Aircraft General II*	<u>7.5</u>
Total	7.5	Total	7.5
Third Semester	units	Third Semester	units
Course from GE requirement Area F	3	Course from GE requirement Area F	3
Electives	<u>9</u>	Electives	<u>9</u>
Total	12	Total	12
Fourth Semester	units	Fourth Semester	units
Electives	<u>9</u>	Electives	<u>9</u>
Total	9	Total	9
Summer	units	Summer	units
AERO 120, Aircraft General I* or		AERO 120, Aircraft General I* or	
AERO 121, Aircraft General II*	<u>7.5</u>	AERO 121, Aircraft General II*	<u>7.5</u>
Total	7.5	Total	7.5
Degree Total	60	Degree Total	60
Program Electives:		Program Electives:	
Please refer to the Program Electives listed under the certificate program.		Please refer to the Program Electives listed under the certificate program.	

ANTELOPE VALLEY COLLEGE

Technical Education Division

MEMORANDUM

To: AP&P Committee

From: Margaret Drake, Dean 
Maria Clinton, Faculty 
Rick Motawakel, AP&P Representative 

Date: October 20, 2010

Subject: Degree/Certificate Change Request for Aircraft Fabrication and Assembly

Below are the recommended revisions to the Aircraft Fabrication and Assembly Degree/Certificate. A required course has been added to the Degree/Certificate which will increase the required units needed.

The proposed changes have been discussed with and approved by the faculty of the Technical Education Division and Aircraft Fabrication and Assembly program on October 19, 2010.

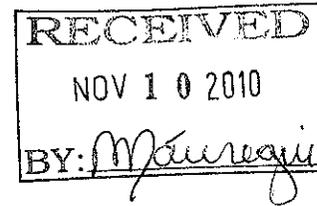
Current:	Proposed:
<p>Definition: This program is designed to prepare students for careers in aircraft structures and composites fabrication and assembly.</p> <p>Staff: Faculty: Maria Clinton Adjunct Faculty: Harold Bloemendaal Randy Durfee Roger Lynn Marc Sas</p> <p>Program Description: The certificate and associate degree programs include course work to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions.</p> <p>Career Options: Basic Aircraft Assembler Composite Fabricator General Mechanic/Electrical Technician Multi-skilled Composite/Low Observable Technician (Some of these careers may require education beyond the two-year college level.)</p>	<p>Definition: This program is designed to prepare students for careers in aircraft structures and composites fabrication and assembly.</p> <p>Staff: Faculty: Maria Clinton Adjunct Faculty: Harold Bloemendaal Randy Durfee Roger Lynn Marc Sas</p> <p>Program Description: The certificate and associate degree programs include course work to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions.</p> <p>Career Options: Basic Aircraft Assembler Composite Fabricator General Mechanic/Electrical Technician Multi-skilled Composite/Low Observable Technician (Some of these careers may require education beyond the two-year college level.)</p>

Current:	Proposed:
<p>Certificate Program: Aircraft Fabrication and Assembly Technician The following courses (20 units) are required for the certificate.</p> <p>Required Courses: units</p> <p>AFAB 110, Basic Blueprint Interpretation 4 AFAB 115, Aircraft Structures 6 AFAB 120, Composites Fabrication and Repair 6 AFAB 130, Aerospace Workplace Issues and Ethics <u>4</u> Total 20</p> <p style="text-align: center;"><i>Recommended Plan of Study</i></p> <p>First Semester (Fall) units</p> <p>AFAB 110, Basic Blueprint Interpretation 4 AFAB 115, Aircraft Structures 6 AFAB 120, Composites Fabrication and Repair <u>6</u> Total 16</p> <p>Second Semester (Spring) units</p> <p>AFAB 130, Aerospace Workplace Issues and Ethics 4 Course from GE requirement Area A 3 Course from GE requirement Area B 3 Course from GE requirement Area D1 <u>3</u> Total 13</p> <p>Third Semester (Fall) units</p> <p>Course from GE requirement Area C 3 Course from GE requirement Area D2 3 Course from GE requirement Area E 3 Course from GE requirement Area F 3 General Elective <u>3</u> Total 15</p> <p>Fourth Semester (Spring) units</p> <p>General Electives <u>16</u> Total 16 Degree Total 60</p>	<p>Certificate Program: Aircraft Fabrication and Assembly Technician The following courses (26 units) are required for the certificate.</p> <p>Required Courses: units</p> <p>AFAB 110, Basic Blueprint Interpretation 4 AFAB 115, Aircraft Structures 6 AFAB 120, Composites Fabrication and Repair 6 AFAB 130, Aerospace Workplace Issues and Ethics 4 AFAB 210, Aircraft Production Systems <u>6</u> Total 26</p> <p style="text-align: center;"><i>Recommended Plan of Study</i></p> <p>First Semester (Fall) units</p> <p>AFAB 110, Basic Blueprint Interpretation 4 AFAB 115, Aircraft Structures 6 AFAB 120, Composites Fabrication and Repair <u>6</u> Total 16</p> <p>Second Semester (Spring) units</p> <p>AFAB 130, Aerospace Workplace Issues and Ethics 4 Course from GE requirement Area A 3 Course from GE requirement Area B 3 Course from GE requirement Area D1 <u>3</u> Total 13</p> <p>Third Semester (Fall) units</p> <p>AFAB 210, Aircraft Production Systems 6 Course from GE requirement Area C 3 Course from GE requirement Area D2 3 Course from GE requirement Area E <u>3</u> Total 15</p> <p>Fourth Semester (Spring) units</p> <p>Course from GE requirement Area F 3 General Electives <u>13</u> Total 16 Degree Total 60</p>

MMD:mr



ANTELOPE VALLEY COLLEGE
Technical Education Division



DATE: November 1, 2010
TO: Academic Policies and Procedures Committee
FROM: Margaret M. Drake, Dean ^{MMD}
Technical Education Division
SUBJECT: Changes to Credit by Examination List

We are requesting some additions to the Credit by Examination list for the Technical Education Division as follows:

Courses to be **MOVED FROM SOCIAL SCIENCE TO TECHNICAL EDUCATION DIVISION** are:

AJ 101, Introduction to Administration of Justice
AJ 102, Criminal Law
AJ 103, Criminal Evidence
AJ 104, Introduction to Corrections
AJ 204, Juvenile Procedures

Courses to be **ADDED** to the list under Technical Education are:

AFAB 115, Aircraft Structures
ID 200, Fundamentals of Lighting Design

Thank you.

MMD:mr

cc: L. Snow

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 Enrique Camacho, ASO voting
Maggie Drake Rick Motawakel TBD, ASO non-voting
Lee Grishman David Newman
Linda Harmon Duane Rumsey

Technical Review Committee – Linda Harmon, Scott Lee, and David Newman

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: December 9, 2010

SUBJECT: Agenda **ADDENDUM** for Academic Policies and Procedures Committee Meeting
Thursday, December 9, 2010, BE 321 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 7
AGENDA ADDENDUM

6. ACTION ITEMS – Course Revisions

- a. PE 139 – Team Sports Fundamentals 0.5/1 unit, 1.5/3 hours weekly – CurricUNET
- b. PE 265 – Intercollegiate Women’s Volleyball 2 units, 10 hours weekly – CurricUNET

7. ACTION ITEMS – Second Reading – Course Revisions

- a. CA 221 – Computer Concepts and Applications in Business 4 unit, 5 hours weekly
- b. PE 180 – Advanced Volleyball Techniques 1 units, 3 hours weekly – CurricUNET

8. ACTION ITEMS – Consent Items – Course Revisions

- a. PE 140 – Pre-Season Sport Conditioning 0.5/1 unit, 1.5/3 hours weekly – CurricUNET
- b. WELD 101 – Welding Fundamentals 2 units, 4 hours weekly - CurricUNET
- c. WELD 110 – Oxyacetylene Welding, Cutting, Brazing 2 units, 4 hours weekly - CurricUNET
- d. WELD120 – Basic Shielded Metal Arc Weld 2 units, 4 hours weekly - CurricUNET
- e. WELD 130 – Advanced Shielded Metal Arc Welding 2 units, 4 hours weekly - CurricUNET
- f. WELD 145 – Advanced Welding Processes 2 units, 4 hours weekly - CurricUNET
- g. WELD 211 – Performance Welding-Oxyacetylene Welding Processes 2 units, 4 hours weekly - CurricUNET
- h. WELD 212 – Performance Welding-Arc Welding Processes 2 units, 4 hours weekly - CurricUNET
- i. WELD 230 – Welding Symbols and Print Reading 3 units, 3 hours weekly - CurricUNET
- j. WELD 240 – Welding Layout 3 units, 3 hours weekly - CurricUNET
- k. WELD 260 – Certification Welding-L.A. City Building Code 4 units, 8 hours weekly - CurricUNET

11. ACTION ITEMS – Corporate and Community Services

- a. Accounting Fundamentals – Richard Talmo, ed2go
- b. Accounting Fundamentals II – Richard Talmo, ed2go
- c. Achieving Success with Difficult People – Richard Talmo, ed2go
- d. Administrative Assistant Fundamentals – Richard Talmo, ed2go
- e. Become a Physical Therapy Aide – Richard Talmo, ed2go
- f. Certificate in Gerontology – Richard Talmo, ed2go
- g. Ready, Set, Read! – Richard Talmo, ed2go
- h. Stocks, Bonds, Investing: Oh My! – Richard Talmo, ed2go

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MAY - 6 2010
5:04:18 PM
BY: M. Maurer

ANTELOPE VALLEY COLLEGE
ACADEMIC POLICIES & PROCEDURES
Course Proposal Form and Content Review Form for Credit Courses

SECTION I

	Date	Initial
AP&P Representative:	05-05-10	MM
<i>(indicates division review and approval)</i>		
Division Dean/Director:	5/5/10	kc for TO
Faculty Name: (print)	Kathy Moore	

AP&P Approval:
Date _____
V.P. Academic Affairs:
Signature _____

Date 5/1/2010

COURSE SUBJECT & NUMBER: CA 221

COURSE TITLE: Computer Concepts & Applications in Business

- NEW COURSE ***REVISED COR** ***Other Course Revisions**
(description, objectives, content, etc.) (title/number; units/LHE's; class size; etc)

**List all changes made to a revised course and fill out applicable sections/ pages. Attach original COR for comparison:*

Advisory: Removed "or satisfactory completion of ENGL 101" because it is redundant.
Course Description: Important new section is added to inform students that there are three introduction to computers courses. This should be in each of the three courses' CORs.
All assignments' sections, methods of instructions, and methods of evaluation are reworded to meet current criteria with less specific detail but covering the concepts.
Estimated hours per week modified because of current, non-descriptive format.
Textbooks: removed ISBNs.

SECTION II Course/Catalog Information

- 1. Pass/No Pass (P/NP) Option?** (check only one)
 ***Yes** (Title 5 allows a student to request a P/NP designation rather than a letter grade. Place an asterisk before the ***course title** above and on COR; check college catalog for consistency within a discipline.)
 No (course offered for letter grade only) **Explain:**
 Special P/NP only designation established by faculty rather than a letter grade. **Explain:**

- 2. Course Justification** (check all that apply):
 AA/AS Degree Vocational Education (see page 4, section VIII)
 Transfer Non-degree Applicable (not transferable)

3. Maximum Class Size: Provide pedagogical rationale and/or discipline history; room size is not sufficient:

4. College Mission: Use the college mission in the catalog to explain how course fits students' needs, interests, or objectives:

5. General Education: Check below only if the course should be considered as a GE-applicable course.
Note: Criteria for applicability is very stringent; consult AVC Catalog and Articulation Officer for assistance.

- AVC/GE - Please state which area: Select One
 IGETC - Please state which area: Select One
 CSU/GE - Please state which area: Select One

AP&P
GE Approved: _____
GE Not Approved: _____



ANTELOPE VALLEY COLLEGE
Academic Affairs
Course Outline of Record

Academic Affairs Only

- | |
|--|
| <input type="checkbox"/> New Course |
| <input type="checkbox"/> Effective Date
(for articulation) |
| <input type="checkbox"/> COR Revision |
| <input type="checkbox"/> Pre Req/Advisories |
| <input type="checkbox"/> Other Changes |
| <input type="checkbox"/> SLOs |

COURSE SUBJECT & NUMBER: CA 221

COURSE NAME: *Computer Concepts & Applications in Business

COURSE UNITS: 4 **COURSE HOURS:** 5 hours weekly

COURSE REQUISITES: (*Follow format of similar courses found in the college catalog.*)

Advisory: Completion of ACCT 201, and Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070.

COURSE DESCRIPTION: (*Write a short paragraph providing an overview of topics covered. Be sure to identify target audience--transfer, major, GE, degree/certificate, etc. If repeatable, state the number of times at end of description as (R#).*)

This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently in business. Computer concepts covered include hardware and software operations, computer ethics and security, utilization of computers for business tasks, Internet and WorldWideWeb tasks and resources, and evaluation of hardware components and software capabilities. Introductory computer skills consist of care and management of hardware; learning to use systems software, operating systems, utilities, and applications, such as word processor, spreadsheet, database management, presentation graphics; and Internet, WorldWideWeb and telecommunication resources. Software used in the class includes an integrated productivity suite, Microsoft Office, browsers, file compression and other special purpose applications, and telecommunication software such as e-mail, discussion forums and assignments drop-box.

BEFORE ENROLLING, students should have knowledge of the following accounting concepts: accounting equation, debits and credits, journals and ledgers, transactions, depreciation, financial statements, and the accounting cycle.

NOTE: Business majors who have completed ACCT 201, with a grade of "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101.

COURSE OBJECTIVES: (*Title 5 requires that courses show evidence of critical thinking skills. Use Bloom's taxonomy to formulate concise, performance-based measurable objectives common to all students. Objectives must be closely aligned with course content, assignments, and methods of evaluation*)

Upon completion of course, the successful student will be able to:

COURSE OBJECTIVES: Upon completion of course, the successful student will be able to:

- *1. Describe and compare the types and uses of computers within a business environment.
- *2. Describe and compare the types and features of input, output, storage, and communication devices.
- *3. Describe the functions of the system unit and processing devices.
- *4. Discuss and describe communication and network systems including the use of the Internet and Web.
- *5. Discuss and describe the types and features of systems and productivity applications software.
- *6. Discuss and describe database management systems, systems development, programming languages.
- *7. Understand, research and explain security, legal, and ethical issues related to computer systems.
- *8. Use an operating system and system utilities for disk and file management, at introductory level.
- *9. Use application software including word processors, spreadsheets, database managers, presentation managers, at



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 APR 30 2010
 BY: *Mauregin*

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
 COMMUNITY SERVICE OFFERING

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

Course No. OLBS.1011-001
 Course Title: Accounting Fundamentals - Online

Instructor (print): _____ Charlene Messier _____

Division Faculty Review

[Signature]
 Faculty Review Signature
 Approved Denied _____

Accounting
 Discipline
 Date 4/27/10
 Reason Good intro course!

Kathy Moore
 Faculty Review Signature
 Approved Denied _____

CA, ACCT
 Discipline
 Date 4/28/2010
 Reason essential info easy to begin accty

David Chapage
 Faculty Review Signature
 Approved Denied _____

ACCT
 Discipline
 Date 4/28/10
 Reason OK, likely will have early drops

[Signature]
 Faculty Review Signature
 Approved Denied _____

Real Estate / acct.
 Discipline
 Date 4/28/10
 Reason _____

[Signature]
 AP&P Representative Signature
 Approved Denied _____

04-29-10
 Date
 Reason Discipline faculty approval.

[Signature]
 Division Dean Signature
 Approved Denied _____

4.21.10
 Date
 Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-001
TITLE: Accounting Fundamentals
INSTRUCTOR: Charlene Messier
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Demand for accounting professionals currently exceeds supply. This course is for individuals that are interested in increasing their financial awareness and accountability while also gaining a marketable skill. They'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. They'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.

INSTRUCTOR BIOGRAPHY: With more than 20 years of teaching experience to her credit, Charlene Messier also had 12 years of practical experience in business following her college training. She now teaches business subjects to over 100 students a year at the quaint New England Village High School from which she graduated 35 years ago. She specializes in teaching adult education courses in accounting, word processing, business law, and business economics.

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

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

Enrollment: Start dates Once a Month Open N

24 hrs.
our cost \$60
markup to .95

OLBS.1011-001

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~~OLBS-001~~
Accounting Fundamentals

~~OLBS-001~~

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.



Search for Courses:

 go

[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 Charlene Messier.



With more than 20 years of teaching experience to her credit, Charlene Messier had 12 years of practical experience in business following her college training. She now teaches business subjects to over 100 students a year at the quaint New England Village High School from which she graduated 35 years ago. She specializes in teaching adult education courses in accounting, word processing, business law, and business economics.

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). Acrobat Reader, and access to a calculator or adding machine, and a printer.

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

Welcome to Accounting Fundamentals! In this first lesson, you'll learn all about account classifications, debits, credits, and T accounts. You'll learn the difference between a liability and an asset, and you'll find out how to determine an owner's equity.

Friday - Lesson 02

Here's where you'll begin your hands-on accounting practice: You'll start by creating an imaginary company for which you'll be the accountant. You'll learn how to analyze your company's transactions to determine which amounts go into which accounts, then you'll create your company's own General Ledger forms and post a few transactions into those accounts. You'll also prepare a Balance Sheet to prove your accounting equations.

Week Two

Wednesday - Lesson 03

Now that you have an understanding of the functions of the General Ledger, you're ready to move on to the next phase of recording transactions: the Journal. In this lesson, you'll learn how to enter transactions into an 11-column journal and then post or transfer those amounts into appropriate General Ledger accounts.

Friday - Lesson 04

In this lesson, you'll learn all about Accounts Payable--money that you owe your vendors and suppliers. You'll practice journalizing cash purchases and purchases on account, and you'll get hands-on practice transferring those purchases to their corresponding Accounts Payable Ledger accounts.

Week Three

Wednesday - Lesson 05

In this lesson, you'll learn about Accounts Receivable, which is another name for money owed to your company by its customers. You'll learn how to journalize and post those sales on account, how to enter charge sales into the journal, and how to transfer the information into an Accounts Receivable Ledger.

Friday - Lesson 06

It's payday! This lesson will teach you how to determine gross pay, deductions, and net pay. You'll learn how to prepare a payroll, write payroll checks, and how to prepare and maintain accurate payroll records.

Week Four

Wednesday - Lesson 07

In this lesson, you'll learn all about banks and banking services: You'll learn the proper way to write checks, make out deposit tickets, and reconcile your company's checking account with the bank statement--skills you'll find valuable in both your business and personal life!

Friday - Lesson 08

This lesson will teach you how to prepare a Schedule of Accounts Payable and a Schedule of Accounts Receivable. These reports can be used to compare the amount of money your business owes its creditors with the amount of money your customers owe your business.

Week Five

Wednesday - Lesson 09

In this lesson, you'll prepare a worksheet showing the net income or net loss for the fiscal period. The worksheet will show all income and expenses for the fiscal period as well as the assets, liabilities, and owner's equity account balances.

Friday - Lesson 10

In this lesson, you will learn how to prepare various reports that are vital to the well-being of your company. You'll learn how these reports can be used to make sound financial decisions in the next fiscal period. You will discover how to put together an Owner's Equity Statement, an Income Statement, and a Distribution of Net Income.

Week Six

Wednesday - Lesson 11

In this lesson, you'll prepare for the end of the fiscal period by adjusting your asset account balances to accurately reflect the assets remaining at the end of the year. You will also find out how to journalize and post adjusting and closing entries to bring your company's General Ledger up to date.

Friday - Lesson 12

In our final lesson, we will prepare a Post Closing Trial Balance report to ensure that all of our debits and credits in the General Ledger balance out in preparation for the new fiscal period.

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:

- "After being a stay at home mom for 11 years and getting back into the workforce, this was a great way to brush up on my skills. Thanks!"
- "EMPOWERING is the word to describe this class. I am a small business owner who now understands accounting much better than I had in years. I can actually see the light at the end of the tunnel. I look forward to the next class to not only increase my knowledge, but enhance my business and myself. Thank you so much for offering this class as well as teaching it."
- "I am 47 years old and entered the work force immediately after graduating high school. I have never taken any college courses and was a little scared to try. This class was a tremendous boost to me. I was able to follow it with little effort thanks to the examples and easy to follow instructions from Charlene. Thanks."
- "I expected the course to be dry and tedious. Instead, I found it to be fun and interesting. The instructor often shared her own enjoyment of the process of accounting, and I began to catch her enthusiasm! I am now excited to begin keeping books for our family's business. I hope to take Level II soon. Thanks for making this available in a format that really works for a busy mom like me!"
- "I have really enjoyed this course and am hoping to be able to use this knowledge on my job. I liked Mrs. Messier's approach and found the classes easy to understand and complete."
- "I loved this course and have already suggested it to others in my company. The instructor was wonderful. It felt as if she and I were just talking about accounting and I was learning from our conversation. I did not feel like I was in a class at all. I loved it from start to finish. Thanks to my instructor and for offering this course online."
- "I used to think that I'm allergic to numbers, but I really enjoyed this course and found excitement dealing with numbers. And it's all thanks to the professional instructor. Thank you so much, Ms. Messier!"
- "This class was awesome. Although I have my degree in accounting, I work in an area of accounting where I don't use these skills often. I used this course as a refresher and it was great. I wish all of my undergrad courses were this fun. Thanks again!!!"



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:

Date: _____

AP&P Denial:

Date: _____

Reason: _____

Course No. OLBS.1011-002

Course Title: Accounting Fundamentals II - online

Instructor (print): Charlene Messier

RECEIVED
MAY 11 2010
BY: M. Matereopu
5/10/10
Date

Division Faculty Review

[Signature]
Faculty Review Signature

ACCOUNTING
Discipline

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

Acctg / Computer Apps
Discipline

Approved Denied _____

Reason _____

5/10/2010
Date

[Signature]
Faculty Review Signature

Real Estate / Acct
Discipline

Approved Denied _____

Reason _____

5/10/2010
Date

[Signature]
Faculty Review Signature

Accounting
Discipline

Approved Denied _____

Reason _____

5/11/10
Date

[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.1011-002
TITLE: Accounting Fundamentals II
INSTRUCTOR: Charlene Messier
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge students gained in Charlene Messier's online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, students will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

INSTRUCTOR BIOGRAPHY: With more than 20 years of teaching experience to her credit, Charlene Messier also had 12 years of practical experience in business following her college training. She now teaches business subjects to over 100 students a year at the quaint New England Village High School from which she graduated 35 years ago. She specializes in teaching adult education courses in accounting, word processing, business law, and business economics.

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
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

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 Y N

24 hrs.
one cost - 60
mark up to - 95

OLBS.1011-002

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~~OLBS-002~~

Accounting Fundamentals II

~~PERSON~~

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in Charlene Messier's online *Accounting Fundamentals* course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices.



In *Accounting Fundamentals II*, you'll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

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(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 Charlene Messier.



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

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

Requirements:

Completion of Charlene Messier's online *Accounting Fundamentals* course (or equivalent experience), a calculator or adding machine, a printer, Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

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 this lesson, you'll learn all about accounts payable, which is a group of accounts that shows how much your business owes its vendors. You'll be journalizing and posting your company's purchases and preparing a Schedule of Accounts Payable. Keeping track of what your company owes others is a vital part of operating a business. This lesson will give you the tools you'll need to successfully track those accounts.

Friday - Lesson 02

We'll take a close look at accounts receivable in this lesson. This is the money that your customers owe your business. After completing this lesson, you'll know how to enter charge sales into your Sales Journal and then post them to your General Ledger. Knowing what your customers owe you can make the difference between your company's success or failure.

Week Two

Wednesday - Lesson 03

Today, we'll be dealing with uncollectible accounts receivable. While we'd all like to think that our customers will pay what they owe, it's not always the case. You'll learn how to account for long overdue receivables that probably won't ever be paid. While this doesn't happen often, it's a fact of business, so you'll need to know how to account for it in your company's books.

Friday - Lesson 04

In this lesson, we'll look at plant assets and depreciation. Most all businesses have assets they use to determine their income. Just like your car, business assets depreciate over time, so you'll need to know how to account for that expense in your records. And you'll need to record these assets and calculate their depreciation in a timely manner to keep accurate records for your business.

Week Three

Wednesday - Lesson 05

This lesson is all about notes payable and notes receivable. A business might need a little extra time to pay a bill beyond the usual terms offered by the vendor. Or a customer may need an extension of credit beyond what your business usually offers its charge customers. You'll find out all you need to know about accounting for these situations as we look at how to record the issuance and payment of these notes payables and notes receivables.

Friday - Lesson 06

Today, you'll learn how to deal with accrued income and accrued expenses. Accrued income is money that the company earns in one fiscal period that it doesn't receive until after another fiscal period begins. Similarly, accrued expenses are expenses that are incurred during one fiscal period that aren't paid until the next period. To get a true picture of the net income or net loss of your business, you'll need to account for the accrued income and accrued expenses within the period they're incurred.

Week Four

Wednesday - Lesson 07

In this lesson, we'll be dealing with dividends, which is money paid to the company's stockholders on their investment. You'll learn how the business accounts for the dividends it pays to its stockholders. We'll also look at retained earnings, or the amount of profit the corporation retains for future use. Then we'll begin to prepare the worksheet, possibly the most important financial report a business compiles each year.

Friday - Lesson 08

Today, we'll determine if our business has a net income or a net loss by completing the worksheet we started in the previous lesson. And because

many General Ledger accounts change throughout the fiscal period—supplies are used, insurance premiums are depleted—we'll need to bring these accounts up to date to reflect their current values. So we'll also take a close look at how to make adjusting entries to update our General Ledger accounts for the beginning of the new fiscal period.

Week Five

Wednesday - Lesson 09

It's time to begin wrapping up our books for the end of the fiscal period. In this lesson, you'll learn how to compile most of the various financial reports a corporation needs to complete at the end of the fiscal period. You'll prepare an Income Statement, Stockholders' Equity Statement, Balance Sheet, and more. These are the reports that really demonstrate the success of a business.

Friday - Lesson 10

In this lesson, we'll get the books all caught up and ready for the next fiscal period. You'll go back and journalize those adjusting entries you entered into your worksheet, then you'll enter closing entries into your journal. Finally, you'll post these journal entries to the General Ledger to prepare it for the new fiscal period.

Week Six

Wednesday - Lesson 11

Today, we'll cover every employee's favorite subject: Payroll! You'll learn about various mandatory and voluntary deductions from employees' pay, as well as how to journalize and post an entire payroll. As an added bonus, after this lesson, you'll be able to check the accuracy of your own paycheck.

Friday - Lesson 12

We'll finish up by preparing a variety of end-of-year tax reports. Here's your chance to go step-by-step through a multitude of IRS forms with instructions that are much easier to understand! You'll fill out the federal Form 941, then learn how to make federal income tax deposits. Then we'll look closely at Form W-2s and Form W-3s. Finally, we'll look at how to calculate and report the company's Federal Unemployment Tax payment. This lesson is jam packed with valuable tax information!

This seems like a little much to effectively cover in the last weeks. Good info, but won't prepare students to actually compute or process payroll on their own. GA

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:

- "Accounting Fundamentals I & II were very informative classes for me. The instructor was great as well. She helped me understand accounting concepts that a 1000-paged textbook could not make clear for me. I would definitely recommend this class to anyone who is beginning the study of accounting."
- "I gained a lot of knowledge from the Accounting Fundamentals I and II courses. All the information will be very useful as I pursue a career in Bookkeeping. Thank you so much."
- "I had just finished Accounting Fundamentals I when I started Accounting Fundamentals II, and I thought this class was the perfect next step. It built on the first class but didn't jump too far ahead, so I always felt comfortable with the new lessons even though it was all still new to me. I think the instructor has a very good lesson plan here and I would certainly take any other courses she offers."
- "I have enjoyed your class so much and I hate to see it end. You are the best instructor I have had. I have learned so much and I feel more confident in my work, thank you."

- "I just want to thank y'all for six great weeks. I am a new American just here a few months from Canada and have learned so much about the USA accounting system. This course was great, as was part one. You are a wonderful instructor Charlene and I must say I am enjoying learning online. I hope I see a few classmates in other online courses."
- "I took a college Accounting course in 1983, and I took it again in 1999. I got nothing out of either of those courses. But now that I have taken your two courses, I can honestly say a light bulb has just come on.....I understand the concept now. Thank you for making this seem easy. My husband owns a small business and I have tried to learn how to do the books, but have struggled. I have taken Quickbooks I and II. I should have enrolled in your courses first. I have downloaded every course I have enrolled in, now I can go back and refresh my knowledge."
- "Thanks Charlene for a very well designed course. This is a wonderful program and of great help to me in my profession. Keep up the great work."
- "Thank you for your help with accounting. I have taken both of your courses and I enjoyed them both very much. I will definitely use what I have learned from you not only for work but throughout my lifetime. Thank you."
- "This course and part one has taught me more info then I think I learned in a two semester course at college. Charlene Messier is a great teacher. I will be taking other online courses because the educational experience was enjoyable."
- "This instructor makes the course interesting and challenging. I would recommend her to anyone who is interested in taking an accounting course."

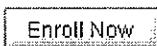
Recommended Courses:

Students who enrolled in Accounting Fundamentals II also enjoyed the following courses:

- [Managerial Accounting](#)
- [Employment Law Fundamentals](#)
- [Everyday Math](#)
- [Accounting Fundamentals](#)
- [Introduction to Microsoft Excel 2007](#)
- [Mastery of Business Fundamentals](#)
- [Introduction to QuickBooks 2007](#)

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

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

**Other Subject Areas:**

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

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

Course No. OLPD.1011-007
Course Title: Achieving Success with Difficult People - online

Instructor (print): _____ Judy Snyder _____

Division Faculty Review

Fredy Miles
Faculty Review Signature

Psychology
Discipline

8/24/10
Date

Approved Denied _____

Reason Interesting and useful

Faculty Review Signature

Discipline

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

9/2/10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

8.24.2010
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLPD.1011-007

TITLE: Achieving Success with Difficult People

INSTRUCTOR: Judy Snyder

HOURS: 24 hrs. ENROLLMENT FEE: \$95

MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Do you know people whose behavior makes completing even the simplest tasks difficult? This course gives students the skills to have more successful relationships with difficult bosses, co-workers, students, neighbors, or family members. This class provides participants with helpful information for understanding themselves, solving people problems; improve relationships, and personal and professional productivity.

INSTRUCTOR BIOGRAPHY: This course is taught by Judy Snyder, a knowledgeable and caring instructor who will guide students through lessons, facilitate discussions, and answer questions. She holds a doctorate degree and over 30 years of experience as a college and university teacher, administrator and curriculum developer, and over 15 years' experience as an entrepreneur and freelance writer. Judy specializes in teaching courses in effective communication, relationship skills, project management, and personnel and office management.

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 _____

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

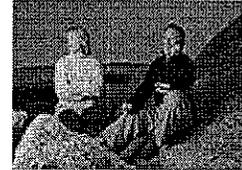


OLPD.1011-007

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

Courses > Personal Development > Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.



Search for Co

Enroll

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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 Judy Snyder.



Judy Snyder holds a doctorate degree and over 30 years of experience as a college and university teacher, administrator, and curriculum developer. She has over 15 years' experience as an entrepreneur and freelance writer. Judy specializes in teaching courses in effective communication, relationship skills, project management, and personnel and office management.

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, you'll find out the answers to four very important questions that impact the success of your relationships with others. The answers to these questions will help you identify your preferred communication styles. By the time you finish this lesson, your skills for achieving successful relationships will markedly increase.

Friday - Lesson 02

In this lesson, you'll begin to build a database about not only your difficult people (those who are different in communication style from you), but also enhance your skills in reviewing and resolving problems with them. You'll learn to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You'll also learn to use a well-structured approach to carefully review all aspects of difficult situations by answering these questions: *who? what? where? when? how? and why?* And by answering these questions, you'll review specifically who your difficult people are, what they're like, how you typically react to them, and their response to your actions. These answers will enhance your ability to find solutions to conflict rather than defeat.

Week Two

Wednesday - Lesson 03

Today, we'll discuss four types of hostile, pushy, and rude people—with the emphasis on "hostile." These are people who want to control everything and everyone but have no self-control. This group is aggressive and unfriendly, and is appropriately called *Hostile-Aggressives and/or Sensors*. You'll learn how to analyze your own interactions, and see why some people are so concerned with "getting their job done" that they pay little attention to relationships with others. By observing others closely, you'll learn to read their identifying characteristics, and once you can identify which type of person you're dealing with, you'll be able to choose appropriate reactions to their hostile behaviors.

Friday - Lesson 04

In today's lesson, you'll learn appropriate options for interacting well with those who are stubborn, tight-lipped, and critical—the people known as *Negative-Passives and/or Thinkers*. By comparing your own group of Thinkers and Sensors, you'll soon see why Thinkers are much more passive than Sensors. They're also more organized, precise, and thorough. You'll easily recognize Thinkers you know because they're perfectionists—always moving slowly and cautiously. By the time you finish this lesson, you'll know some specific approaches you can use to deal with this group.

Week Three

Wednesday - Lesson 05

In this lesson, you'll learn and practice appropriate options for dealing effectively with aggressive subcategories of Intuitors whom you'll learn to recognize because of their fashionable and stylish appearances, as well as their stimulating, cluttered, and friendly workplaces. You've probably experienced what happens when Intuitors aren't getting their needs met. They become neglectors, empire builders, and prima donnas. And by the time you finish this lesson, you'll know how to deal with each one.

Friday - Lesson 06

Today, we'll take another look at Relaters and see how they differ from Intuitors, who are also people-focused. Plus, you'll learn ways to effectively handle the difficult subcategories of Relaters. You'll see from examples that Relaters are more passive than Intuitors, they concentrate more on pleasing others than Intuitors do, they're very attentive to the needs of others, and they set high value on friendships and being accepted by others. But if their needs aren't met, they may become approval-seeking to the extreme. We'll go over how to deal with them in today's lesson.

Week Four**Wednesday - Lesson 07**

Some of your difficult people probably also feel that you're their difficult person, but you may be totally unaware of this. Do you feel that ignorance is really bliss? You wouldn't if you value relationships with others as well as personal and professional success. If so, you need to know whose difficult person you may be. We'll go through some exercises in this lesson that should help you figure it out. The greater your versatility, the more likely you are to experience win-win relationships—those in which the needs of everyone in a relationship are met.

Friday - Lesson 08

In this lesson, you'll work toward improving your own flexibility skills: Confidence, tolerance, empathy, positivity, and respect. To help, you'll answer a few questions about each of your own skill sets as you move through the lesson's materials. You'll also select and use techniques and processes to increase or improve your flexibility skills, and then you'll review your success or results achieved.

Week Five**Wednesday - Lesson 09**

In today's lesson, you'll learn that a certain set of characteristics is essential if you want to relate well with others. As you'll find out today, you must first improve your versatility skills to maintain a positive attitude, and then learn to view obstacles and problems as "opportunities." You'll also learn that versatility is based on your levels of resilience, vision, attentiveness, competence, and self-correction. Plus, you'll review techniques and processes by which you may increase or improve your versatility skills, and then apply the skills to your own situations and relationships and analyze their effectiveness.

Friday - Lesson 10

After we finish today's lesson, you'll understand what assertiveness is and what it isn't. You'll begin to see why assertive behavior is so important to your success in getting along well with others, and you'll carefully examine your own level of assertiveness, know which of your skills need fine-tuning, and have access to the tools needed to accomplish your tune up. You'll learn that assertiveness involves taking responsibility for getting your own needs met in a way that also preserves the dignity and rights of others. Plus, you'll learn how to both show and tell others through assertive actions and language what you mean and what you need or want.

Week Six**Wednesday - Lesson 11**

You're going to be amazed by the results you'll be able to accomplish after you complete this lesson! The assertive-communication techniques you'll practice are simple, yet powerful. You'll learn to use self-disclosure appropriately to share information about yourself—your thoughts, feelings, and opinions—to build relationship trust and common ground. Then you'll find out how to use persistence, or the broken record technique, to get results from someone who's not listening to your wants or needs. Next, you'll find out how to effectively use your voice and language assertively to improve your relationships. Added to the many other techniques you've already explored in this course, you'll now have all the tools you need to improve and maintain even your most difficult relationships.

Friday - Lesson 12

Today in our final lesson, you may be surprised to discover that your listening skills need improvement because listening well is a complex process in which your own selective filtering often keeps you from real understanding. Even more astounding, we spend more time listening every day than we do in other types of communication, yet a majority of us have never learned how to listen effectively. When paired with assertive speaking skills and other nonverbal skills, assertive listening skills will give you a lot more personal

control over difficult situations—including living and working with difficult people.

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

Enroll Now

Student Reviews:

- "I enjoyed the material and all the information that this course presented. It is very helpful in daily life encounter and especially beneficial in the corporate culture."
 - "I enjoyed this course very much. I notice a change at work and with my family. I would recommend this course to everyone."
 - "I found the class very interesting and it gave me some insight on looking at other people when there is conflict between us. It helps to take some of the feelings away to know we have different backgrounds and different ways of doing things."
 - "I found the course to be very informative and helpful for my present situations and future dealings with people. Thank you!!"
 - "I found this course to be very interesting and gave me a great insight into other people's behaviour as well as my own. I especially found the links to other websites and articles very useful."
 - "I gained some very valuable information and have made a binder to keep my lessons and use for a future resource."
 - "I have really enjoyed this course, it is very informative & comprehensive. I found the lessons easy to understand & well-written, I also appreciated Judy's personal references throughout the lessons as examples of communication difficulties, they were very helpful. The supplementary info is also very comprehensive & I am looking forward to exploring the links."
 - "I really enjoyed this class! It opened a new world of understanding family members and friends. I know I'll be much more thoughtful in the future! Thanks for your help!!!"
 - "Judy was wonderful. This class offers so much to people and society, I feel it should be taught in High School to help young adults learn to communicate and deal with other people."
-

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

Enroll Now

Recommended Courses:

Students who enrolled in Achieving Success with Difficult People were also interested in the following courses:

[Get Assertive!](#)

[Building Teams That Work](#)

[Managing Customer Service](#)

[Get Funny!](#)

[Skills for Making Great Decisions](#)

[Healing Through Hypnosis](#)

[Keys to Effective Communication](#)

[Start and Operate Your Own Home Based Business](#)

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

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-004
Course Title: Administrative Assistant Fundamentals- online

Instructor (print): _____ Becky and Tony Swaim _____

RECEIVED
MAY 14 2010
BY: M. [Signature]

Division Faculty Review

[Signature]
Faculty Review Signature

Business
Discipline

5/12/2010
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

OT
Discipline

5-12-10
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

05-13-10
Date

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

5-13-10
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Antelope Valley College
Corporate and Community Services

Memorandum

Date: March 31, 2010

To: Dr. O'Neil, Dean
Beverly Beyer, AP&P Representative

Division: Business, Computer Studies, and Economic Development

From: Elayne Davis, Secretary
Corporate & Community Services

Subject: Proposed Community Services Courses

The Community Services Office is committed to introducing the community to the many wonderful programs offered by the Antelope Valley College Community Services program. The goal is to provide a wide variety of personal and professional development courses, as well as licensed and certificated fields that require Continuing Services Units.

The following proposals are being submitted for review by discipline faculty, the AP&P representative, and the division dean:

“Administrative Assistant Fundamentals - online”

Please return the proposal forms as soon as possible, so that the course may be considered at the next AP&P Committee meeting.

If you have any questions, please call the Community Services office at Ext. 6584. We look forward to working with you and appreciate your division's support of the Community Services Program.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-004
TITLE: Administrative Assistant Fundamentals
INSTRUCTOR: Becky and Tony Swaim
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: This course will help students discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

INSTRUCTOR BIOGRAPHY: Becky and Tony Swaim have helped thousands of clients, colleagues, and students reach organizational and personal goals. Working in the, manufacturing, and education fields, the Swaims manage a successful consulting firm in Southern California.

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.

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



~~OLBS-03~~

24 hrs.
own cost \$-60
fee \$-95

OLBS.1011-004

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~~OLBS-004~~

Courses > Personal Development > Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.



This course and its followup (*Administrative Assistant Applications*) 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

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 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:

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

Today, in our first lesson, you'll see why organizations need administrative assistants, and also explore the type of work that various administrative assistants perform. We'll talk about the different administrative specialties, and look at an overview of their varied duties and requirements. You'll learn about the International Association of Administrative Professionals (IAAP), and the professional certifications—Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS)—that IAAP offers.

Friday - Lesson 02

As an administrative assistant, you frequently participate in office planning. So today, we'll help you understand that an office is an interdependent system where everything works together. You'll see that creating an office environment requires bringing many components together, including office layout, workflow analysis, space planning, furniture and equipment selection, use of lighting, and physical document (file) storage. By the end, you'll be ready to play a vital role in office planning.

Week Two

Wednesday - Lesson 03

In our fast paced world, organizations move very quickly and make split-second decisions that have far reaching implications. Administrative assistants play a pivotal position in supporting timely and accurate flow of information. In this lesson, you'll learn how to effectively use information management to create a successful office operation and help increase your value to your organization.

Friday - Lesson 04

The pieces of telecommunications, communications, and technology, fit together like a hand in a glove. To be successful as an administrative assistant, you need a command of telecommunications. So, today, we'll share how telecommunications technology enables you to access information, share knowledge, and communicate without boundaries. When you finish this lesson, you'll better understand how to use multi-tasking and communicate using e-mail, fax, and telephone.

Week Three

Wednesday - Lesson 05

In today's lesson, you'll learn how to productively use reprographics and manage records. Many organizations rely on administrative assistants to coordinate activities in these two areas. You'll learn that reprographics is the process that creates, develops, produces, and distributes printed material that conveys information and ideas. You'll also discover that records management is the management of paper documents, micromedia, and documents that are electronically and magnetically stored.

Friday - Lesson 06

As an administrative assistant, you spend a lot of your day inputting and storing data, retrieving and analyzing information, and producing presentations, newsletters, numerical reports, graphs, and charts. Powerful, user-friendly computer hardware and software can help you greatly with these tasks. So we'll focus on computer hardware and software in this lesson to help you better understand the properties of your office computer system.

Week Four**Wednesday - Lesson 07**

As an administrative assistant, you play an important role in helping co-workers arrive at the right place at the right time. You also provide them with information and materials that enhance their effectiveness while they travel and participate in meetings. So today, we'll talk about scheduling and coordinating meetings, conferences, and business travel. We'll share a case study to illustrate your role in supporting these activities.

Friday - Lesson 08

A critical responsibility of administrative assistants is coordinating a wide variety of office activities. To help you meet this challenge, today we'll examine how to create practical policies and procedures, and design and manage useful forms. We'll focus on the use of policies, procedures, and forms that meet organizational objectives and create harmony and order in your day-to-day activities.

Week Five**Wednesday - Lesson 09**

As an administrative assistant, you spend much of your time reading and composing business documents (reports, letters, memoranda, and press releases). Your efficiency and effectiveness is dependent upon your ability to write purposefully and clearly. So our objective today is to enhance your business writing skills. After you finish this lesson, you'll wow your boss and co-workers with your increased ability to write high-quality business documents.

Friday - Lesson 10

In this lesson, we'll bridge the subjects of written and verbal communication by discussing the principles of grammar and punctuation. It's likely that you need to help others with their written communication, so we'll also review the mechanics of proofreading. And you'll learn the basic rules of communication and a few of the more common exceptions.

Week Six**Wednesday - Lesson 11**

As an administrative assistant, you practice interpersonal communication in a variety of ways, ranging from one-on-one to communicating in a group. The basic purpose of interpersonal communication is to transfer understandable information back and forth. In today's lesson, we'll discuss how your desire to share thoughts and ideas create the first part of communication and how you create the second part when you listen, interpret, and react to feedback.

Friday - Lesson 12

Today, we'll show you how to perform basic research—something administrative assistants are often asked to do. We'll also discuss how important it is to frequently review your job duties so you can enhance your duties and increase the satisfaction levels of the people you work with.

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

Enroll Now

Student Reviews:

- "Although I've been an Adm Asst for over 5 years, this course was very stimulating for me. I learned so much; I like the detailed information. I feel very good about taking this course."
 - "I have just passed the final exam with a score of 100%. Thank you very much for an informative and valuable class. I can highly recommend this course."
 - "I am so happy with the extremely high quality of these lessons. Lesson seven has been extraordinarily interesting and informative. This course is a wonderful gift, and I am so glad that there are two people out there who have taken the time and care to prepare it all for us in an accessible manner."
 - "I really enjoyed the course. It was mostly a refresher course for me, but I also learned some new things as well. I have a few things which I learned that I want to implement in my position as Business Management Assistant. Thank you!"
 - "I really liked this class and learned a lot. I would recommend this class to anyone that wants to learn more about what it takes to be an Administrative Assistant."
 - "Thank you again to the Swaims for having provided such a well-researched and organized course, which was also student-friendly, in that the illustrations were in color and the overall tone of the course was positive and encouraging. Thank you for being such dedicated educators."
 - "This was my first online course and I must say that I enjoyed it. After completing this course, I am definitely going to enroll in another online class. Thank you to the instructors. The material was easy to understand."
-

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

Enroll Now

Recommended Courses:

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

Administrative Assistant Applications

Effective Business Writing

Grammar Refresher

Individual Excellence: Secrets of Career Success

Achieving Success with Difficult People

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

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

Course No. OLMD.1011-002
Course Title: Become a Physical Therapy Aide- online

Instructor (print): _____ Holly Trimble _____

RECEIVED
SEP - 1 2010
BY: _____

Division Faculty Review

Elizabeth A. Lundberg HS
Faculty Review Signature Discipline

8/30/10
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 _____

Lynne Nauman 8/24/10
AP&P Representative Signature Date

Approved X Denied _____ Reason _____

Karen W. Cowell 8/23/10
Division Dean Signature Date

Approved X Denied _____ Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER:	OLMD.1011-002		
TITLE:	Become a Physical Therapy Aide		
INSTRUCTOR:	Holly Trimble		
HOURS:	24 hrs.	ENROLLMENT FEE:	\$95
MATERIALS/SUPPLIES FEE:	None	ENROLLMENT EXPECTED:	10 – 25

DESCRIPTION OF OFFERING: Prepare for a rewarding career as a valued member of the physical therapy team while learning about the human body, specific disorders, and the way physical therapists treat these disorders. The course will begin by exploring the history of physical therapy and the relationships between physical therapists, physical therapist assistants, and physical therapy aides. Students will be trained on how to communicate effectively with other health care professionals and patients. Participants will gain an understanding of the medical documentation that physical therapists use, and principles of ethics and law that affect the PT aide, as well as learning much of the language of PT. Topics include studying the body's 11 organ systems, infection control, proper body mechanics and how to safely move patients, the normal gait cycle and how to help patients walk with assistive devices like walkers, crutches, and canes. Physical agents like heat, cold, ultrasound, and electricity to treat many of their patients will be explored; learning when PTs use them and important precautions. Students will participate in a discussion of exercise and the principles of strengthening, aerobic, and range-of-motion exercises. The course will close with a study of balance and coordination disorders where the student will learn about the vestibular system—an important balance mechanism. The course will also cover treating children with developmental coordination disorder and developmental delays. Once completed, students will have gained valuable knowledge and be well on their way to becoming an important member of a physical therapy team!

INSTRUCTOR BIOGRAPHY: This course includes a knowledgeable and caring instructor, Holly Trimble who will guide students through lessons, facilitate discussions, and answer questions. Holly Trimble has a bachelor's degree in physical therapy from the University of Colorado and a master's degree in pediatric physical therapy from Boston University. She completed an additional 15 credit hours in education at the doctoral level, has taught math and science to sixth-graders for several years at a private school, and also worked as a private tutor for children with learning disabilities. Holly has lectured on health-related topics to all age groups, from school-age children to adults, and has been a guest speaker at colleges and universities including Wellesley College, Boston College, MIT, and Boston University. She is also an adjunct professor, teaching college-level anatomy and physiology courses online and in the classroom, and recently received the Adjunct Faculty Excellence Award at the college where she teaches.

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 _____
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

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Become a Physical Therapy Aide

~~PTHS 004~~

SLMB.1011-002

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders.



We'll begin by exploring the history of physical therapy and the relationships between physical therapists, physical therapist assistants, and physical therapy aides. You'll get training on how to communicate effectively with other health care professionals and patients. You'll also come to understand the medical documentation that physical therapists use and principles of ethics and law that affect the PT aide.

Physical therapists often use words and terms that may be unfamiliar to you, so we'll devote some time to learning much of the language of PT. We'll then spend two lessons studying the body's 11 organ systems. You'll learn the names of the organs in each system, their main functions, and some common disorders.

Health care professionals must take extra care to avoid the spread of infection, so we'll go over that important subject. Along with infection control, you'll learn proper body mechanics and how to safely move patients. We'll also cover the normal gait cycle, and you'll learn how to help patients walk with assistive devices like walkers, crutches, and canes.

Physical therapists use physical agents like heat, cold, ultrasound, and electricity to treat many of their patients, so we'll explore these agents. You'll learn when PTs use them and important precautions. We'll move on to a discussion of exercise, and we'll spend a lesson studying the principles of strengthening, aerobic, and range-of-motion exercises.

We'll close with a study of balance and coordination disorders. You'll learn about the vestibular system—an important mechanism that helps you keep your balance. We'll also talk about treating children with developmental coordination disorder and developmental delays.

By the time you finish this six-week course, you'll have gained valuable knowledge and be well on your way to becoming an important member of the physical therapy team!

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 Holly Trimble.



Holly Trimble has a bachelor's degree in physical therapy from the University of Colorado and a master's degree in pediatric physical therapy from Boston University. She completed an additional 15 credit hours in education at the doctoral level. She taught math and science to sixth-graders for several years at a private school, and also worked as a private tutor for children with learning disabilities. She has lectured on health-related topics to all age groups, from school-age children to adults, and has been a guest speaker at colleges and universities including Wellesley College, Boston College, MIT, and Boston University. She is also an adjunct professor, teaching college-level anatomy and physiology courses online and in the classroom.

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

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

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Search for Courses:

Why ed2go?
(brief movie)

Requirements:

Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser.

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, I'll introduce you to the profession of physical therapy (PT). You'll learn about the history of PT and how two wars and an epidemic created a need for this profession. To help you understand what makes PTs different from other health care professionals, we'll discuss the types of patients who need PT and the types of treatment PTs use. You'll understand the important difference between PTs, PT assistants, and PT aides as you come to understand the special role of PT aides.

Friday - Lesson 02

As a PT aide, you'll communicate with many different people, so in today's lesson, we'll focus on the communication skills you'll need to help you communicate with your supervising PT, patients, and their families. You'll learn about some of the challenges you'll face when communicating with sick or injured people, and how to demonstrate the traits of empathy, respect, and patience. We'll also spend some time on SOAP notes—the method many medical personnel use to document their evaluations and patient treatments.

Week Two**Wednesday - Lesson 03**

This very important lesson will help you stay out of trouble because today, we'll discuss law and ethics for the PT aide. You'll learn the differences between law and ethics and why you must be concerned about both. We'll go over the American Physical Therapy Association's Code of Ethics, relating its principles to PT aides. We'll also talk about the American Hospital Association's *A Patient's Bill of Rights* so you'll know how you should treat patients in different situations. You'll want to understand both negligence and malpractice, so we'll cover those topics, too. Finally, we'll spend some time on the very important topic of patient confidentiality. You can face stiff penalties if you violate patient confidentiality, so I want to make sure you thoroughly understand this topic.

Friday - Lesson 04

Have you ever noticed that every profession has its own unique language? The health care profession is no different. As a PT aide, it's vitally important that you understand the language that PTs use, so we'll focus on that in this lesson. We'll cover planes of the body and directional terms. You'll also learn the terms that define the body's major regions and body cavities. The movements of joints have special names, so I'll define them and share lots of graphics that demonstrate these movements. We'll finish with some other terms related to function and movement in the last chapter.

Week Three**Wednesday - Lesson 05**

In this lesson, we'll begin our discussion of the body's organ systems. We'll go over how your body is organized, from atoms to an entire individual. We'll discuss the muscular, skeletal, nervous, endocrine, circulatory, and lymphatic systems. You'll learn about the organs in each of these systems, the jobs they perform, and disorders affecting these systems that are commonly treated by PTs.

Friday - Lesson 06

We'll continue our discussion of the organ systems in this lesson. To start out, we'll go over how our organ systems are interrelated and how a problem with one system will affect the others. We'll then move on to a discussion of the integumentary (skin), digestive, urinary, respiratory, and reproductive systems. Just like in Lesson 5, you'll learn about each system's organs, function, and some common disorders. We'll finish the lesson with a discussion of the most important concept in human physiology—homeostasis. Homeostasis means the drive of your body to keep many different variables, like blood pressure and temperature, within a certain range. I'll tell you why this is so crucial and how you might be asked to monitor homeostasis while caring for patients.

Week Four**Wednesday - Lesson 07**

We'll start discussing specific safety issues in this lesson, focusing on infection control. Anyone working in healthcare must understand the meaning of infection, its causes, and how it spreads. To help you understand this, we'll discuss the chain of infection and what you can do to break that chain so infection doesn't spread from one person to another. We'll spend some time on an infection called MRSA because it's so common and dangerous. Since proper hand hygiene is the most effective way to stop infection from spreading, we'll go over the Centers for Disease Control and Prevention's guidelines. We'll also talk about patient-care equipment, environmental control, and the role of vaccinations.

Friday - Lesson 08

We'll discuss important safety issues again in this lesson, but this time, instead of infection, we'll focus on proper body mechanics and safe patient transfers. Body mechanics means the posture of your body and how you move it. You must understand proper body mechanics to protect yourself from injury. We'll start out with a discussion of the anatomy of the spine since the spine gets hurt most often when we ignore proper body mechanics. We'll talk about proper posture and the importance of paying attention to your center of gravity. We'll also go over a list of principles for using proper body mechanics and guidelines for moving patients in a variety of different situations. We'll end with a discussion of lifting machines, which PTs now commonly use to transfer patients.

Week Five**Wednesday - Lesson 09**

Most of us take walking for granted, but many patients must learn to walk again after an illness or injury. PTs often ask their aides to help with this, so you must understand what types of conditions make it hard for people to walk. You should also understand the normal gait cycle, so I'll spend some time on that topic and tell you about common deviations from normal gait. We'll spend quite a bit of time discussing different ambulatory devices including parallel bars, walkers, crutches, and canes and how they're used in PT.

Friday - Lesson 10

PTs use physical agents, rather than medications or surgery, to treat patients. These agents include heat, cold, ultrasound, traction, and electricity. To explain these agents, we'll start with a discussion about the relationship between a disease or injury and one's ability to perform activities of daily living. We'll then follow a fictitious Mrs. Smith as she struggles to recover from a car accident. You'll learn about the physical agents her PT chooses and how they affect her body. We'll end with a discussion of contraindications (when an agent should never be used) and precautions

(when an agent must be used with extra care).

Week Six

Wednesday - Lesson 11

Along with physical agents, PTs use exercise to treat patients. In this lesson, I'll introduce you to three types of exercise—strength training, aerobic exercise, and range-of-motion exercise. You'll learn how muscles are put together and why resistance is necessary to build strength. I'll teach you about three important principles you should know when supervising a strength training program. We'll also go over aerobic exercise, and you'll learn how it increases a person's ability to use oxygen. Finally, you'll learn about range-of-motion exercises. You'll find out how PTs measure how far a patient can move a joint and why joints sometimes become limited in their motion. We'll talk about different types of range-of-motion exercises and important principles to follow.

Friday - Lesson 12

In our final lesson, we'll explore balance, coordination, and developmental delays. We'll focus on children in this lesson, although the information will be helpful if you're treating adults, too. You'll learn about a special sensory system called the vestibular system and how important it is for maintaining balance. I'll give you examples of activities PTs use to treat children with balance problems, and you'll learn about the adaptive response—something PTs continually look for when treating children. We'll move on to a discussion of developmental coordination disorder, and you'll learn how important it is for professionals to properly diagnose this condition. We'll end this course with the subject of developmental delays. You'll learn about developmental milestones and how PTs treat children who fail to meet those milestones. We'll also discuss how PTs use developmental activities with adults who have sustained traumatic brain injuries.

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:

- "The instructor was very professional and the class material was very useful. She also had wonderful web sites with lots of information besides the class material which was very helpful and great for future use."
- "I loved taking this course and found it very interesting. Along with us putting in our personal input, Ms. Holly also put in hers, which doesn't happen often. Hopefully I will be able to find other classes that are online that you teach."
- "I really did enjoy this course and I would recommend this to others. This is just the beginning for me. I want to become a Physical Therapist. Thanks for making this possible to do online."
- "The instructor was very professional and the class material was very useful. She also had wonderful web sites with lots of information besides the class material which was very helpful and great for future use."
- "I felt this course was very informative and written in an understandable manner. I also enjoyed the illustrations, they were well done and provided great visuals for the lessons. Overall, I feel I have learned a great deal and will hopefully be able to take what I've learned and become a contributing PT Aide in a PT office or environment. I would recommend this course to others."

Recommended Courses:

Students who enrolled in Become a Physical Therapy Aide also enjoyed the following courses:

- [Medical Coding](#)
- [Skills for Making Great Decisions](#)
- [Human Anatomy and Physiology](#)
- [Medical Terminology: A Word Association Approach](#)
- [Speed Spanish](#)

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

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

Course No. OLMD.1011-006
Course Title: Certificate in Gerontology - online

Instructor (print): _____ Cyndie Koopsen and Caroline Young _____

RECEIVED
SEP - 1 2010
BY: _____

Division Faculty Review

Elisabeth Sunabe
Faculty Review Signature

HB
Discipline

8/30/10
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 _____

Linda Harmer
AP&P Representative Signature

8/24/10
Date

Approved X Denied _____ Reason _____

Karen W. Cavell
Division Dean Signature Date

8/23/10

Approved X Denied _____ Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER:	OLMD.1011-006		
TITLE:	Certificate in Gerontology		
INSTRUCTOR:	Cyndie Koopsen and Caroline Young		
HOURS:	24 hrs.	ENROLLMENT FEE:	\$95
MATERIALS/SUPPLIES FEE:	None	ENROLLMENT EXPECTED:	10 - 25

DESCRIPTION OF OFFERING: 40hrs.

The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature. With the population aging at a rapid rate, the numbers of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

INSTRUCTOR BIOGRAPHY:

This course includes knowledgeable and caring instructors, Cyndie Koopsen and Caroline Young, who will guide students through lessons, facilitate discussions, and answer questions. Cyndie Koopsen, RN, MBA, HN-BC, is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background and includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*. *These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.*

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 _____
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

Handwritten signature

OLMD.1011-006

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Certificate in Gerontology

PFHS-003

40 contact hours

The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature.



Search for Courses:



With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

Why ed2go?
(brief movie)

Program Benefits:

The Certificate in Gerontology distinguishes you as a knowledgeable, skilled, and committed professional in the field of gerontology. The program

- enhances professional marketability,
- builds skills and competencies,
- fulfills continuing education requirements for many professionals, and
- develops an interdisciplinary perspective on aging.

Career Opportunities:

This certification program provides you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers. There are opportunities in nursing, teaching, service, administration, and research that focus on the needs and interests of older adults. These opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, personal care assistants, volunteers, physicians, chiropractors, clergy, physical fitness professionals, adult children of aging parents, or any other individual currently working with or planning to work with older adults.

Curriculum:

The Certificate in Gerontology consists of a total of 10 courses:

- Introduction To Gerontology
- Physiology of Aging
- Mental Health and Aging
- Healthy Aging
- Pain Assessment and Management in the Older Adult
- Death and Dying
- Sleep and Aging
- The Older Woman
- Elder Abuse
- Aging and Disorders of Communication

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

California Board of Behavioral Sciences Provider Number PCE 1564. This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE).

This course includes knowledgeable and caring instructors who will guide you through your lessons, facilitate discussions, and answer your questions. The instructors for this course will be Cyndie Koopsen and Caroline Young.



Cyndie Koopsen, RN, MBA, HN-BC, is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background and includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*.

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

Enroll Now

Requirements:

Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.
Certificate program must be completed within six weeks of the start date.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

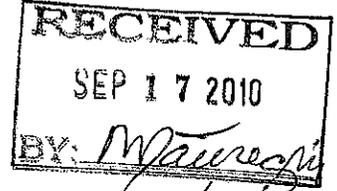
AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLPD.1011-004
Course Title: Ready, Set, Read!

Instructor (print): Kt Paxton

Division Faculty Review



[Signature]
Faculty Review Signature

CFE / HS
Discipline

9/01/10
Date

Approved Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

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Discipline

Date

Approved _____ Denied _____

Reason _____

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AP&P Representative Signature

8/24/10
Date [Signature]

Approved Denied _____

Reason _____

[Signature]
Division Dean Signature

8/23/10
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLPD.1011-004
 TITLE: Ready, Set, Read!
 INSTRUCTOR: Kt Paxton
 HOURS: 24 hrs. ENROLLMENT FEE: \$95
 MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Students will explore current research that cuts through the media messages about reading wars and the right way to teach children. You will learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. See everyday children's play with a new eye as you understand how play can connect to literacy, and learn how a child becomes literate from the moment of birth. First, you will investigate the many things a child's growing mind must do to make sense of the written word and create writing. From there, explore the development of reading and writing from infancy to the early school years. Participants will know what problems to look for and how to assist a struggling reader. Students will see how they can boost literacy growth during daily routines and child's play.

INSTRUCTOR BIOGRAPHY: The instructor for this course is Kt Paxton , a knowledgeable and caring instructor who will guide students through their lessons, facilitate discussions, and answer questions. After receiving a Bachelor's degree in Child Development with high honors, Kt Paxton completed a fifth year of study and holds a California Teaching Credential. She managed a pre-school and has more than a decade of experience teaching elementary schoolchildren. Kt is also the published author of the book "More Adventures with Kids in San Diego."

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 _____
 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



Personal

PDPE

OL PD. 1011-004

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~~CCAR001~~

Courses > Child Care & Parenting > Ready, Set, Read!

Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children's play with a new eye as you understand how play can connect to literacy.



You'll learn how a child becomes literate from the moment of birth. First, you'll investigate the many things a child's growing mind must do to make sense of the written word and create writing. From there, you'll explore the development of reading and writing from infancy to the early school years. You'll know what problems to look for and how to assist a struggling reader. You will see how you can boost literacy growth during daily routines and child's play.

Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.

Search for Co

Enroll

Instructor

Requirements

Syllabus

Student

Recommendations



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 Kt Paxton.



After receiving a Bachelor's degree in Child Development with high honors, Kt Paxton completed a fifth year of study and holds a California Teaching Credential. She managed a pre-school and has more than a decade of experience teaching elementary schoolchildren. Kt is also the published author of the book "More Adventures With Kids in San Diego."

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, I'll introduce you to the course philosophy and our objectives. Then I'll provide examples and anecdotes to show you some of the many ways we all interact with reading in our daily lives. We'll explore the history of reading instruction so that you'll understand where research has taken us.

Friday - Lesson 02

Just as a child communicates with us before using words, young children initiate many literacy-related activities before they actually read and write. In this lesson, I'll reveal the language skills that have the greatest impact on a child becoming a successful reader and writer. You'll end this lesson with a new understanding of the complexities of language development. You'll also see any child's language skills in a new light.

Week Two**Wednesday - Lesson 03**

We all get excited when children learn their ABCs. But what role does this skill play in becoming a reader and writer? And what does it really mean to *know* your ABCs? Today we'll uncover the differences between rote memory, knowledge of sounds and symbols, phonemic awareness, and how all these things come together for the early reader.

Friday - Lesson 04

While *attention* and *literacy* may seem like big words for little people, the way a child's brain is attending to print in his world has a huge impact on reading, writing, and learning. In today's lesson, you'll learn about different types of attention and the importance of having an organized thinking system in order to learn about print. These discoveries may shed some light on *your* thinking, too!

Week Three**Wednesday - Lesson 05**

Today you'll discover what's happening when a child works to store information in memory. By the end of this lesson, you'll realize how important it is to store information in some sort of order, and also how to get things out of memory again once they're put away. You'll then be able to watch a young reader with a new awareness of how this skill impacts her success.

Friday - Lesson 06

You'll understand what *understanding* is all about in today's lesson. How does a child make sense of what you read to him or what he reads to himself? In this lesson, we'll explore the many skills a child needs to understand text. Just because a child can say a word doesn't mean he knows the word when reading it. After this lesson, you'll know why!

Week Four**Wednesday - Lesson 07**

While we'd never want or expect a child under two to read, much pre-literacy work goes on

during the early years before a child is really even talking. In today's lesson, you'll learn how infants grow to become readers. We'll explore the many emerging literacy processes that occur during the first two years of life. Then I'll fill you in on numerous activities that you can do during this period to build literacy skills. Put away the flashcards—these activities are way more fun!

Friday - Lesson 08

Today we'll explore the sequence of skills that brings toddlers and preschoolers to the threshold of becoming true readers and writers. You'll learn why you should read that favorite story one more time, with enthusiasm! In fact, once you understand how much this repetition is helping your child's literacy, you'll want to read it a dozen more times. I'll provide examples of pre-writing and reading in this lesson, too.

Week Five

Wednesday - Lesson 09

Research shows that we all learn literacy skills in pretty much the same order. In today's lesson, I'll show you that order, and then I'll explain why it's okay if your child doesn't meet these milestones by a specific age. This lesson will guide you through the evolution of reading and writing letters, words, sentences, and then complex ideas.

Friday - Lesson 10

How do all of these pieces come together to produce an able reader? By the end of this lesson, you'll know what *fluency* looks like when a young child is successfully reading. We'll also look ahead to a child's future growth. Literacy skills continue to develop so a child can be successful with literacy activities throughout school and life. Today's lesson will help you experience fluent reading through the eyes and mind of a blossoming reader.

Week Six

Wednesday - Lesson 11

Now that you know all about the mental processes and learning sequences that lead to becoming a writer, I'll show you many activities that demonstrate how the complex skill of writing emerges. You'll learn what to watch for and how to assist a child who's becoming a successful scribe.

Friday - Lesson 12

What's going on when a child isn't reading or writing when you expect him to? By the end of this lesson, you'll know how to assist a child who struggles with literacy learning and how to locate resources for assistance. We'll also discuss learning differences to help you enjoy the strengths of a child who may be a little slower to master reading and writing than her peers.

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

Enroll Now

Student Reviews:

- "An educational experience for me. I learned so much about how young children read and write. The class answered a lot of questions that I had. Now that I am "armed" with good information, I am motivated to reach out to the young children that I'm in contact with."

- "I am currently taking classes to obtain my reading endorsement, and this class was extremely useful. It provided information that was lacking in my other course. I loved the format of this class. I would recommend online classes to other teachers."
- "I had a wonderful time taking this course. I learned a lot about how children become fluent readers and writers. I have started to put my new knowledge to practice with my six year old. Thank you for the wonderful experience."
- "I have an almost 3 yr. old and almost 1 yr. old. We are planning to home school so I wanted to take a course to help me identify the steps of literacy development. What a great course. I LOVED KT and plan to take more of the courses that she offers. Thanks for this. My children will definitely benefit from it and the best part is I didn't have to leave home!!"
- "I have to say that I was nervous about taking an online course, but this course was user-friendly, informative, and very enjoyable. The lessons were just the right length and presented in a way that really mimicked a classroom atmosphere...I was really impressed by the practical activities suggested and the useful supplementary materials. I have a wealth of new knowledge to help me with my future teaching and parenting."
- "KT prepared an excellent course that integrated current research with standard techniques. I have been thrilled with the information in the lessons. Although I have taught students for more than 27 years, I gained new ways for teaching to help my students. Her easy manner of communicating and humor made each lesson a joy. Thanks so much, KT!"
- "This course was invaluable to me, as I am re-entering the teaching force again after 9 years of being a stay-at-home mom. I feel like I am back in the loop, and current with reading/writing research, vocabulary and practices. I will recommend this course to anyone who is interested in working with young readers and writers!"
- "Thank you! This course was very helpful to me. The instruction and resources were great and I will refer to them often. I'm energized and educated for a new school year!"
- "This course was so much fun! It was exactly what I was looking for in terms of learning about how children learn to read. I can apply my new knowledge directly to my job. Thank you."
- "This is a great and valuable class! I've learned so much that will help me be a better mother and teacher. Thank you!"

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

Enroll Now

Recommended Courses:

Students who enrolled in Ready, Set, Read! were also interested in the following courses:

[Guided Reading and Writing: Strategies for Maximum Student Achievement](#)

[Creating the Inclusive Classroom: Strategies for Success](#)

[Caring for Children](#)

[Enhancing Language Development in Childhood](#)

[An Introduction to Teaching ESL/EFL](#)

[Parenting: The First Five Years](#)

[Handling Medical Emergencies](#)

[Ready, Set, Read!](#)

[Writing for Children](#)

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:
Date: _____

AP&P Denial:
Date: _____
Reason: _____

Course No. OLBS.1011-009
Course Title: Stocks, Bonds, and Investing: Oh My! - online

Instructor (print): Aaron Clarey

RECEIVED
MAY 12 2010
BY: Maurer
5/11/10
Date

Division Faculty Review

[Signature]
Faculty Review Signature

Accounting
Discipline

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

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Discipline

5/11/10
Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

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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

Antelope Valley College
Corporate and Community Services

Memorandum

Date: March 31, 2010

To: Dr. O'Neil, Dean
Beverly Beyer, AP&P Representative

Division: Business, Computer Studies, and Economic Development

From: Elayne Davis, Secretary
Corporate & Community Services

Subject: Proposed Community Services Courses

The Community Services Office is committed to introducing the community to the many wonderful programs offered by the Antelope Valley College Community Services program. The goal is to provide a wide variety of personal and professional development courses, as well as licensed and certificated fields that require Continuing Services Units.

The following proposals are being submitted for review by discipline faculty, the AP&P representative, and the division dean:

“Stocks, Bonds, and Investing: Oh My! - online”

Please return the proposal forms as soon as possible, so that the course may be considered at the next AP&P Committee meeting.

If you have any questions, please call the Community Services office at Ext. 6584. We look forward to working with you and appreciate your division's support of the Community Services Program.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLBS.1011-009
TITLE: Stocks, Bonds, and Investing: Oh My!
INSTRUCTOR: Aaron Clarey
HOURS: 24 hrs. ENROLLMENT FEE: \$95
MATERIALS/SUPPLIES FEE: None ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks students through the fundamentals of investing. The course will not only teach students about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to success as an investor.

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 _____
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 hr.
\$60/95

0285.1011-009

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Courses > Personal Finance & Wealth Building > Stocks, Bonds, and Investing: Oh, My!

~~0285-009~~

Search for Co

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Wish you had some guidance to put your finances into clear and understandable perspective? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here!



Enroll

Instructor

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Student

Recommen



Stocks, Bonds, and Investing: Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor.

This course won't just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You'll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have provided yourself with the independence, confidence, and peace of mind you'll need to make your own investment decisions.

Full of solid advice and good common sense, this course is bound to make life just a little easier for you.

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.



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:

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**

Welcome! In this first lesson, you'll get to know a little about me, but more importantly, I'll get to hear from all of you. I like it when people post messages, so don't feel shy about posting any comments or questions you have! This is also the lesson where we'll set forth our game plan, reviewing what we'll cover and putting things in context so you can get your bearings and get the most out of the class.

Friday - Lesson 02

Hold on, there—we can't have you just running around, investing randomly in different investments! You need to fully and fundamentally understand the theories, laws, and concepts that govern investing. In this lesson, you'll learn what really gives money its value, how to increase that value, the power of compounding, and how much money you'll need to save for retirement. Then we'll look at how all of this pertains to the three most important investments you'll make: retirement, education, and housing.

Week Two**Wednesday - Lesson 03**

With a solid understanding of investing, we'll then apply a timeline or a schedule. Which investments should you make first? Would it be more beneficial to invest in an IRA or should you be thinking about college? Or might this perhaps be a good time for you to invest in rental property? We'll explore all of the benefits and drawbacks of these options to help you decide when to incorporate which investments into your lifetime plan.

Friday - Lesson 04

Mutual funds, IRA accounts, 401k plans, and most other investments are primarily composed of two simple building blocks: stocks and bonds. So before we get too far along, we'll need to take a closer look at them. In this lesson, we'll go into intricate detail about stocks and bonds, discussing exactly what they are, what gives them value, how to look up their prices, and much more.

Week Three**Wednesday - Lesson 05**

Understanding stocks and bonds allows us to understand a whole new set of securities

and investments that are available to us. Things like mutual funds, options, ADRs, ETFs, REITs, and much more. Today we'll discuss these different investments, how they work, why you might want to invest in them, as well as any pros and cons to investing in them.

Friday - Lesson 06

But where do you purchase said stocks, bonds, mutual funds, and other investments? Never fear—there are many different exchanges throughout the world that are here to serve your trading needs. Need to purchase an indexed mutual fund? The AMEX is more than happy to help you. Looking for a tech stock with a promising future? You'll find tech stocks aplenty at the NASDAQ. In this lesson, I'll help you get familiar with all the major (and perhaps a bit more obscure) markets and exchanges throughout the world. If you're already investing, chances are you've been making purchases within one or more of these exchanges.

Week Four

Wednesday - Lesson 07

In this lesson, you'll meet all the different people and visit the institutions involved in trading and investing. Brokers, brokerages, traders, routers, etc., as well as the different types of brokerages you may want to choose from—traditional, discount, or online. You'll also learn more about the roles they play in getting your trade through. Perhaps most important, you'll learn what these people's real incentive is in trading for you: it isn't charity!

Friday - Lesson 08

How are all these different stocks, bonds, and mutual funds traded? How does everything come together with the traders, brokers, and processes? And how do you know you're getting the best deal from your broker? You'll need an intricate understanding of the trading process, traders, brokers, and their incentives, not just in order to make investments, but to know when you're getting a good deal. In this lesson, you'll learn how to tell if you made a good trade or not.

Week Five

Wednesday - Lesson 09

While we briefly touched on the topic of retirement programs in our first lesson, the options are so varied, detailed, and important that they deserve a lesson all to themselves. So here we'll take a detailed look at the operations, contribution limits, tax advantages, and withdrawal requirements of IRAs, Roth IRAs, SEP Plans, 401ks, 403bs, 529 plans and many other plans.

Friday - Lesson 10

Eat healthy, don't smoke, don't drink, get plenty of exercise, get an education, get a house, invest in your 401k, invest in a 529 plan, and get a good night's sleep. Who are we kidding? Almost everyone has that itch to go to Vegas, stay up all night, bet a grand on blackjack, have a martini, have a steak, and maybe even smoke a cigar. Lots of people have the same itch to invest in an unknown stock, make a fortune on it, and then retire in the Bahamas. While investing in your 401k may be good for your long-term investment plan, sometimes risk is a good thing. In this lesson, we'll look at stock valuation and analysis, and we'll review some of the basics of taking calculated investment risks.

Week Six

Wednesday - Lesson 11

In this continuation of Lesson 10, you'll discover research techniques that you can use to analyze and pick stocks, such as fundamental analysis and technical analysis, as well as valuation techniques used to price stocks. You'll also learn how to read a company's annual report, then you'll gain some insight into the details of stock analysis and research. This is required reading if you plan to make it big by investing in stocks!

Friday - Lesson 12

We've covered a lot of ground thus far, and it wouldn't be fair to expect you to commit all of it to memory. That's why we'll spend some time here in Lesson 12 researching resources, looking at a vast array of Web sites, publications and other sources of information that will help guide your future investments.

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

[Enroll Now](#)

Student Reviews:

- "I came into this course with no understanding of the terms and systems for investing. I came out of this course with more than I could have hoped for: understanding the terms, the many investment opportunities, how and where to do research, etc. This course was written clearly for the novice."
- "I definitely understand more about stocks, bonds, and investing now, than when I began the course. I also can read and understand financial publications to a much greater degree. Thank you!"
- "I enjoyed the course very much. It went into a lot more depth than I had imagined it would but the instructor provided lots of supplementary material. Aaron's writing style was superb; educational, informative, down to earth, and easy to understand."
- "I feel the class will be very useful in helping me make decisions regarding my 401K plan. I'll recommend it to my colleagues....The humor the author used was refreshing!!"
- "I got exactly what I wanted out of this course. I feel very confident for my investing future! I'm recommending his class to two of my friends."
- "I have a bachelor's in Finance and an MBA. However, I have been out of the work world for 10 years to raise my kids. This course was a great refresher for me and helped me to get back up to speed. Thanks!"
- "Instructor was not just informative but entertaining. He kept difficult information from going over my head."
- "I think it was one of the best online classes I have taken. The subject was something which I always had an interest in and was never able to understand just by reading books. This was a great opportunity for me. The instructor knew the subject very well and was always there to respond to the question raised in the discussion section. Thanks for offering this class!"
- "I thought the instructor made things interesting and easy to understand. I started out with pretty much no knowledge of securities. I can now carry on a fairly knowledgeable conversation about them. I am anxious to learn more!!!"
- "I wish I had taken this class a couple of decades ago. It took a very complicated subject and explained it in an easy to comprehend manner. I found it to be quite helpful in making the subject 1) understandable and 2) not so intimidating."

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

[Enroll Now](#)

Recommended Courses:

Students who enrolled in Stocks, Bonds, and Investing: Oh, My! were also interested in the following courses:

[The Analysis and Valuation of Stocks](#)

[Keys to Successful Money Management](#)

[Debt Elimination Techniques That Work](#)

[Introduction to Stock Options](#)

[Personal Finance](#)

[Real Estate Investing II: Financing Your Property](#)

[Where Does All My Money Go?](#)

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