

## **AP&P Agenda**

Thursday, August 26, 2021 3:00 pm – 5:30 pm via Zoom

Type of Meeting: Regular Note Taker: Sam Darby

Please Review/Bring: The past minutes for accuracy.

#### *Committee Members:*

Dr. Scott Lee, Co-chair
Kathryn Mitchell, Co-chair
Dr. Jessica Eaton, Articulation Officer
Mark Cruz, AKIN Representative
Perry Jehlicka, AKIN Representative
Travis Lee, CTE Representative
Vacant, CTE Representative
Vacant, HSS Representative
Maria Kilayko, HSS Representative
James Dorn, MSE Representative
Richard Biritwum, MSE Representative
Heidi Williams, R&L Representative
Dr. Richie Hao, R&L Representative

Gabby Poorman, SBS Representative
Kent Moser, SBS Representative
Cynthia Littlefield, A&H Representative
Dr. Ariel Tumbaga, A&H Representative
Vacant, Library Rep, Librarian, DE Liaison
Luis Echeverria, Student Services, Counseling
Vacant, Adjunct Representative
Greg Borman, Administrative Position
Riley Dwyer, Administrative Position
LaDonna Trimble, Administrative Position
Cindy Hendrix, Outcomes Representative
Ronda Nogales, Outcomes Representative
Vacant, Student Representative

Items	Person	Action
I. Opening comments from the Co-chair	Scott Lee	
II. Minutes 4/22/21	All	
III. Informational Item  - AP&P Representative Duties  - AP&P Annual Training, Canvas  - Changes to eLumen  - Changes to Committee Structure  - Meeting schedule: 9/9/21, 9/23/21, 10/14/21, 10/28/21, 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22	Scott Lee & Sam Darby	
IV. Discussion - Ethnic Studies - Course Maximums - eLumen Training & Working Sessions - 2021-22 AP&P Goals - Addendum - Revision List - Work Experience - Credit by Examination V. Reports	Scott Lee & Kathryn Mitchell	
VI. Action	Scott Lee	



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



## **AP&P Minutes- DRAFT**

Thursday, April 22, 2021 3:00 pm - 5:30 pm via Zoom

Type of Meeting: Regular

nbers: r. Ibrahim Ganley, SBS Representative ynthia Littlefield, A&H Representative r. Ariel Tumbaga, A&H Representative r. Scott Lee, Library Rep, Librarian, DE Liaison uis Echeverria, Student Services, Counseling abrielle Poorman, Adjunct Representative reg Borman, Administrative Position iley Dwyer, Administrative Position aDonna Trimble, Administrative Position indy Hendrix, Outcomes Representative onda Nogales, Outcomes Representative fariano Eguizaba, Student Representative Action
r. Ibrahim Ganley, SBS Representative ynthia Littlefield, A&H Representative r. Ariel Tumbaga, A&H Representative r. Scott Lee, Library Rep, Librarian, DE Liaison uis Echeverria, Student Services, Counseling abrielle Poorman, Adjunct Representative reg Borman, Administrative Position iley Dwyer, Administrative Position aDonna Trimble, Administrative Position indy Hendrix, Outcomes Representative onda Nogales, Outcomes Representative
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Action
leeting called to order at 3:03 p.m.
lotion to amend agenda "Minutes to 4/08/21."
lotion to approve 04/08/21 minutes
lotion seconded
orrection to a statement "No exact definition matches;
s <b>not</b> a combination of the 4 definitions."
lotion approved
sues Discussed:
P&P Work 2021-22
DE questions to be revised with DETC approval.
Work Experience process.  Catalog consistency and language. Maybe working
with Guided Pathways.
with Galaca Fathways.
sues Discussed:
ivision Reps
emind division to vote on reps
end information to Sam



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



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



### Faculty Representative's: Duties and Responsibilities:

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



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



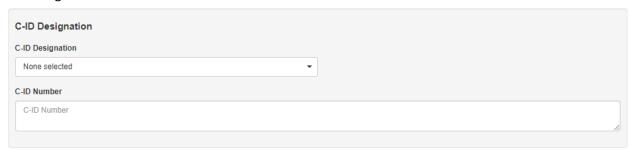
## Changes to eLumen

## Courses

### Max Enrollment

More Options		
Basic Skill Status (CB08) *	Course Special Class Status (CB13) *	Grade Options *
Course is a basic skills course.  ▼	Course is not a special class.   ▼	Pass/No Pass ▼
Allowed Number of Retakes *	☐ Allow Students to Gain Credit by Exam/Challenge	☐ Allow Students To Audit Course
Retake Policy Description	Rationale For Credit By Exam/Challenge	Max Enrollment
A-N-Course not repeatable	Short Explanation of the Rationale For Credit By Exam/Challenge	

### C-ID Designation

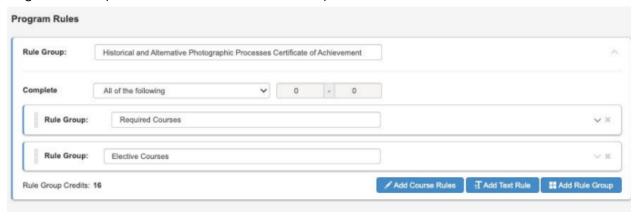


### CTE

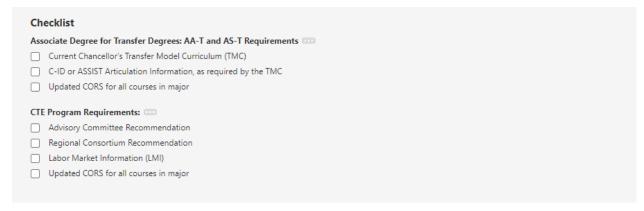


## **Programs**

### Program builder (Course blocks + Recommended Plan)



#### Checklist for ADT + CTE



### CTE Top Code



Stages for courses and programs.

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

# ANTELOPE VALLEY COLLEGE Office of the Dean of Enrollment Services

# PETITION FOR CREDIT BY EXAMINATION INFORMATION, CONDITIONS AND RESTRICTIONS

#### INFORMATION:

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

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

Students MAY NOT be registered for the course being challenged.

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

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

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

### **CONDITIONS AND RESTRICTIONS:**

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

# PETITION FOR CREDIT BY EXAMINATION REQUEST PROCEDURE

### PROCEDURE:

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

Procedures rev. 7/2004, 3/2010 Fee Correction 3/07

## ANTELOPE VALLEY COLLEGE Office of Academic Affairs

# CREDIT BY EXAMINATION COURSE LIST (Challenge List)

ABDY 112	Basic Auto Body Repair
ABDY 122	Basic Automotive Refinishing
ACCT 111	Bookkeeping
ACCT 113	Bookkeeping II
ACCT 115	Payroll Bookkeeping
ACCT 121	Microcomputer Accounting
ACCT 131	Introduction to Income Tax
ACRV 112	Basic Refrigeration Systems
ACRV 113	Basic Refrigeration Controls
ACRV 122	Residential Air Conditioning Systems
ACRV 123	Residential Air Conditioning Controls
AFAB 110	Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation
AFAB 130	Aerospace Ethics and Issues
AFAB 210	Aircraft Production Systems
. GDI 102	
AGRI 102	Plant Pest Control
AGRI 104	Nursery Practices
AGRI 110	Basic Landscape Design
AGRI 112	Plant and Landscape Maintenance
AGRI 132	Turf and Landscape Maintenance
AGRI 134	Plant Identification I
AGRI 153	Landscape Construction – Concrete and Masonry
AGRI 155 AGRI 210	Landscape Construction – Wood and Lighting
AGRI 210 AGRI 212	Advanced Landscape Design Interior Plantscape
AGRI 212 AGRI 220	Landscape Irrigation
AGRI 220 AGRI 230	Soils and Plant Nutrition
AGRI 234	Plant Identification II
AGRI 250	Landscape Management
AJ 101	Introduction to Administration of Justice
AJ 102	Criminal Law
AJ 103	Criminal Evidence
AJ 104	Introduction to Corrections
AJ 204	Juvenile Procedures
ASTR 101	Astronomy
ATH 100	Introduction to Athletic Training
BUS 101	Introduction to Business
BUS 105	Business Mathematics
BUS 111	Business English
CA 102	Introduction to Commutate and Digital Trades less.
CA 103	Introduction to Computers and Digital Technology
CA 111	Word Processing – Microsoft Word
CA 171 CA 175	Introduction to Networking Administering Windows Server
CA 175 CA 176	Windows Server Networking
CA 1/0	Willidows Screet rectworking
CHIN 101	Elementary Chinese I
CHIN 102	Elementary Chinese 2
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CIS 101 CIS 121	Introduction to Computer Information Science Computer Mathematics
CT 105	Principles of Sewing
DFST 101 DFST 102	American Sign Language I American Sign Language II
DRFT 120	Introduction to 2-D CAD
DM 101 DM 103 DM 113 DM 115	Digital Media Arts Graphic Design I Photoshop I Graphic Communication I
ELEC 110 ELEC 115 ELEC 130	Fundamentals of Electricity Electrical Codes and Ordinances Alternating Current Theory
ELTE 110 ELTE 125 ELTE 130	Electronics Mathematics Direct Current and Alternating Current Principles Digital Circuit Analysis
ENGR 110 ENGR 115	Engineering Orientation and Basic Skills Basic Engineering Drawing ENGR 185 Digital Logic and Design
FREN 101 FREN 102	Elementary French 1 Elementary French 2
FTEC 111 FTEC 112 FTEC 113 FTEC 114 FTEC 115	Fire Protection Organization Fire Prevention Technology Fire Protection Equipment and Systems Building Construction for Fire Protection Fire Behavior and Combustion
GEOG 101	Physical Geography: Earth's Surface Landscapes
GEOL 101	Physical Geology
GER 101 GER 102	Elementary German 1 Elementary German 2
HE 101	Health Education
ID 100 ID 150 ID 160 ID 201 ID 230 ID 250	Introduction to Interior Design History of Design I Material Selection for Interior Design History of Design II Fundamentals of Lighting Design Professional Interior Design Business Practices
LATN 101 LATN 102	Elementary Latin 1 Elementary Latin 2
MATH 070 MATH 102 MATH 105 MATH 115 MATH 120 MATH 124	Elementary Algebra Intermediate Algebra Geometry and Methods of Proof Statistics Math for Teachers Finite Math

MATH 128	College Algebra for Liberal Arts
MATH 135	Plane Trigonometry
MATH 140	Precalculus
MATH 148	Calculus for Business and Economics
MATH 150	Calculus and Analytic Geometry
MATH 160	Calculus and Analytic Geometry
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MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations
MATH 250	Calculus and Analytic Geometry
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MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
MUS 111	Fundamentals of Music
MUS 131	Keyboard Skills I
MUS 132	Keyboard Skills II
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NS 101A	Fundamentals of Nursing Science
NS 102A	Maternal and Newborn Nursing
NS 103A	Medical Surgical Nursing I
NS 200A	Nursing Transition
NS 201A	Psychiatric-Mental Health Nursing
NS 202A	Medical Surgical Nursing II
NS 203A	Pediatric Nursing
NS 204A	Medical Surgical Nursing III
NS 205A	Transition to Professional Nursing
NS 203A	Transition to Trotessional Nursing
OT 101	Beginning Computer Keyboarding
OT 101 OT 102	Intermediate Computer Keyboarding
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OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
DE 111	Real Estate Finance
RE 111	
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management
CDANI 101	
SPAN 101	Elementary Spanish 1
SPAN 102	Elementary Spanish 2
VN 100	
VN 109	Fundamentals of Patient care for Vocational Nurses
VN 110	Self-Care: Fundamentals and Pharmacology
VN 111	Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112	Nursing to Promote Self-Care Agency in the Adult
VN 113	Nursing Leadership to Promote Self-Care Agency in the Adult



## Impacts for: CIS141 - Intro BASIC Programming

### Courses that use CIS141 - Intro BASIC Programming as a Requisite

	Course Name	Type of Requisite	Rationale
1	CIS145 - Intro to Visual BASIC.NET Prog	Advisory	N/A
2	CIS145 - Intro to Visual BASIC.NET Prog	Advisory	N/A

### Courses that are Requisites of CIS141 - Intro BASIC Programming

	Course Name	Type of Requisite	Rationale
1	CA103 - Intro to Computers & Dig Tech	Advisory	N/A

### **Program Impacts**

	Program Name	Course Block Name	Units
1	Computer Applications AS	Required Courses	Approved: 2.5 Revised: 2.75
2	Business Computer Information Science AS	Required Courses	Approved: 2.5 Revised: 2.75
3	Computer Networking Multi-Plat AS	Program Electives	Approved: 2.5 Revised: 2.75
4	Computer Applications Cert	Required Courses	Approved: 2.5 Revised: 2.75
5	Bus Computer Info Sci Cert	Required Courses	Approved: 2.5 Revised: 2.75
6	Computer Networking Multi Cert	Program Electives	Approved: 2.5 Revised: 2.75
7	Computer Networking Multi Cert	Program Electives	Approved: 2.5 Revised: 2.75
8	Computer Networking Multi-Plat AS	Program Electives	Approved: 2.5 Revised: 2.75

## Impacts for: CIS145 - Intro to Visual BASIC.NET Prog

### Courses that use CIS145 - Intro to Visual BASIC.NET Prog as a Requisite

	Course Name	Type of Requisite	Rationale
No Courses			

### Courses that are Requisites of CIS145 - Intro to Visual BASIC.NET Prog

	Course Name	Type of Requisite	Rationale
1	CIS141 - Intro BASIC Programming	Advisory	N/A

### **Program Impacts**

	Program Name	Course Block Name	Units
1	Computer Applications AS	Required Courses	Approved: 3.0 Revised: 3
2	Computer Applications AS	Program Electives	Approved: 3.0 Revised: 3
3	Business Computer Information Science AS	Required Courses	Approved: 3.0 Revised: 3
4	Business Computer Information Science AS	Program Electives	Approved: 3.0 Revised: 3
5	Computer Networking Multi-Plat AS	Program Electives	Approved: 3.0 Revised: 3
6	Computer Applications Cert	Required Courses	Approved: 3.0 Revised: 3
7	Computer Applications Cert	Program Electives	Approved: 3.0 Revised: 3
8	Bus Computer Info Sci Cert	Required Courses	Approved: 3.0 Revised: 3
9	Bus Computer Info Sci Cert	Program Electives	Approved: 3.0 Revised: 3
10	Computer Networking Multi Cert	Program Electives	Approved: 3.0 Revised: 3
11	Computer Networking Multi Cert	Program Electives	Approved: 3.0 Revised: 3
12	Computer Networking Multi-Plat AS	Program Electives	Approved: 3.0 Revised: 3

	Program Name	Course Block Name	Units
13	Computer Applications AS	Program Electives	Approved: 3.0 Revised: 3



## Impacts for: CIS250 - Introduction to Python Programming

Courses that use CIS250 - Introduction to Python Programming as a Requisite

	Course Name	Type of Requisite	Rationale
No	Courses		

### Courses that are Requisites of CIS250 - Introduction to Python Programming

	Course Name	Type of Requisite	Rationale
No Co	urses		

### **Program Impacts**

	Program Name	Course Block Name	Units
1	Computer Engineering AS	Program Electives	Approved: 2.5 Revised: 2.75
2	Computer Engineering AS	Program Electives	Approved: 2.5 Revised: 2.75