ANTELOPE VALLEY COLLEGE

AP&P Agenda	**Thursday, September 8, 2016** **BE 314** **3:00 – 5:30pm**

Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members:
Jeffrie Ahmad, Faculty Division Rep
Luis Echeverria, Faculty Division Rep
Ibrahim Ganley, Faculty Division Rep
Tooraj Gordi, Faculty Division Rep
Lee Grishman, Articulation Officer
Michael Hutchison, Faculty Division Rep
Lisa Karlstein, Faculty Division Rep
Scott Lee, Faculty Division Rep/Librarian/DE Liaison
Cynthia Lehman, Faculty Division Rep
Cynthia Littlefield, Faculty Division Rep
Mark McGovern, Faculty Division Rep
Tom O'Neil, Technical Education Dean
Tim Sturm, Faculty Division Rep
Bonnie Suderman, Co-chair
Deborah Sullivan-Ford, Faculty Division Rep
Mary Rose Toll, Faculty Division Rep
LaDonna Trimble , Student Services Dean
Les Uhazy, Academic Dean
Darcy Wiewall, Co-chair

Items	Person	Action
I. Opening Comments from the Co-chair	*Darcy/ Bonnie*	
II. Approval of Minutes -5/12/2016	All	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
III. Informational Item -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 9/8/16, 9/22/16, 10/13/16, 10/27/16, 11/10/16, 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -CurricUNET Workshops -General Ed Patterns and Associate Degrees -AVC GE Report	*Darcy*	**Issues Discussed:** **Action Taken:** **Follow Up Items:**

	-Memo of all CCE course offerings -Deactivations Impact 　MATH 125 　KIN 196, 197 　THA 120A, 120B, 120C, 120D, 205 　Family Consumer Sciences, AS		
IV.	Discussion Item – Committee Training SWOT Analysis Curriculum Checklist Data Usage Course/Program Revision Cycle	*All*	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
V.	Action Item – DE Liaison Appointment Consent Agenda – Nonsubstantial Course Rev: 　-ASTR 101, BIOL 102, BIOL 104, CFE 102, CFE 103, MUS 126, MUS 160, MUS 165, MUS 170, MUS 171, MUS 260, MUS 270, MUS 291, MUS 292, MUSC 102, MUSC 103, MUSC 104, MUSC 107, MUSC 124, MUSC 173, MUS 175, PHIL 101, PHIL 105, PHIL 106, PSY 101, PSY 201, PSY 230, PSY 232 Substantial Course Rev: 　-ART 103, ASTR 101 Hybrid, CFE 102 Online, PHIL 106 Hybrid, PSY 101 Online and Hybrid, RE 141, WELD 240 Instructional Material Fee: 　-ART 132, 135, 136, 137 Corporate Community Ed: 　-Automated External Defibrillator Training 　-Emergency Response for Home, Community, and Workplace 　-Managing Arrhythmias of the Heart 　-CISSP Examination Training	*All*	**Issues Discussed:** **Action Taken:** **Follow Up Items:**
NEXT MEETING DATE: 9/22/16			

a. **2016-17 AP&P Deadline – Courses and Programs need to be approved by 11/10/2016 for Fall 2017 inclusion**
  - CORs due 2014-2015 academic year – List at the end of the agenda (Approval NEEDED ASAP)
  - CORs due 2015-2016 academic year – List at the end of the agenda (Approval NEEDED ASAP)
  - CORs due 2016-2017 academic year – List at the end of the agenda
  - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
  - DE Course Approval – List at the end of the agenda
  - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
b. **AP&P Meeting Schedule**: 9/8/16, 9/22/16, 10/13/16, 10/27/16, 11/10/16 (Courses due 17-18 communicated), 2/23/17, 3/9/17 (May be cancelled), 3/23/17, 4/13/17, 4/27/17, 5/11/17
c. **CurricUNET Workshops**:
  - Monday, September 12, 2016, 10-12pm BE 323
  - Monday, September 12, 2016, 1:30-3:30 BE 323
  - Tuesday, September 13, 2016, 10-12pm BE 321
  - Tuesday, September 13, 2016, 2-4pm BE 314
  - Wednesday, September 28, 2016, 10-12pm BE 323
  - Wednesday, September 28, 2016, 1:30-3:30 BE 323
  - Thursday, September 29, 2016, 10-12pm BE 321
  - Thursday, September 29, 2016, 2-4pm BE 314
  - Friday, September 30, 2016, 10-12pm BE 323
  - Monday, October 10, 2016, 10-12pm BE 323
  - Monday, October 10, 2016, 1:30-3:30 BE 323
  - Friday, October 14, 2016, 10-12pm BE 323
d. **Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**
e. **CSUGE/IGETC Course Designation**
  - IGETC
    1. BIOL 101 – Area 5B / 5C
    2. BIOL 205 – Area 5B / 5C
    3. MATH 116 – Area 2A
    4. MUS 111 – Area 3A
    5. PSY 230 – Area 4I
    6. PSY 232 – Area 4I
    7. PSY 244 – Area 4I
    8. SOC 111 – Area 4J
    9. SOC 120 – Area 4J
    10. SPAN 110SS – Area 6A and 3B
    11. SPAN 210SS – Area 3B
    12. SPAN 220SS – Area 3B and Area 6A

  - CSU/GE
    1. AFAB 130 – Area E
    2. AFAB 130 – Area C2
    3. MATH 116 – Area B4
    4. PSY 244 – Area D9
    5. SOC 120 – Area D0, D7, E
    6. SPAN 220SS – Area C2

  - UC Transferable
    1. THA 121A
    2. THA 121B

f. **SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	X				In Progress
4. Biology	X				In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
5. Chemistry	X				

6. Child and Adolescent Development	*X*				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	X				Cannot develop, no full-time faculty in area
10. Global Studies	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Nutrition and Dietetics	X				In Progress
13. Public Health Science	X				
14. Social Justice Studies	X				

g. **C-ID REPORT FOR TMC's**

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
ART 101	ARTH 110	CONDITIONAL	3/12/2017	Art History	
ART 102	ARTH 120	CONDITIONAL	1/28/2017	Art History	
ART 103	ARTH 140	CONDITIONAL	5/11/2016	Art History	Submitted in Curricunet
CA 103	BUS 140	NOT APPROVED			
CIS 111	COMP 122	CONDITIONAL	5/9/2016		
COMM 215	JOUR 150	CONDITIONAL	6/21/2017		
JOUR 123	JOUR 210	NOT APPROVED			
MATH 120	MATH 120	CONDITIONAL	8/22/2017		
MATH 124	MATH 130	CONDITIONAL	7/1/2016	Economics	
MATH 140	MATH 155	CONDITIONAL	8/10/2016		
MATH 230	MATH 240	CONDITIONAL	3/26/2017	Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	3/26/2017	Economics Mathematics Physics	Submitted
NF 100	NF 110	CONDITIONAL	4/18/2017		

h. **2014-2015 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	CA 221	Yes		Cannot schedule 15-16	Submitted

i. **2015-2016 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	WELD 240			Cannot schedule 16-17	Submitted – Awaiting Fac

j. **2016-2017 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	ABDY 112			Cannot schedule 17-18	Submitted
D1	ABDY 113			Cannot schedule 17-18	Submitted
D1	ABDY 115			Cannot schedule 17-18	Submitted
D1	ABDY 122			Cannot schedule 17-18	Submitted
D1	ABDY 123			Cannot schedule 17-18	Submitted
D1	ABDY 125			Cannot schedule 17-18	Submitted
D1	ACCT 111			Cannot schedule 17-18	Submitted
D1	ACCT 113			Cannot schedule 17-18	Submitted
D1	ACRV 213			Cannot schedule 17-18	Submitted

D1	ACRV 222			Cannot schedule 17-18	Submitted
D1	ACRV 223			Cannot schedule 17-18	Submitted
D1	AFAB 110			Cannot schedule 17-18	Submitted
D1	AFAB 115			Cannot schedule 17-18	Submitted
D1	AUTO 113			Cannot schedule 17-18	Submitted
D1	AUTO 125			Cannot schedule 17-18	Submitted
D1	AUTO 126			Cannot schedule 17-18	Submitted
D1	AUTO 127			Cannot schedule 17-18	Submitted
D1	AUTO 128			Cannot schedule 17-18	Submitted
D1	AUTO 130			Cannot schedule 17-18	Submitted
D1	AUTO 150			Cannot schedule 17-18	Submitted
D1	AUTO 151			Cannot schedule 17-18	Submitted
D1	AUTO 152			Cannot schedule 17-18	Submitted
D1	AUTO 153			Cannot schedule 17-18	Submitted
D1	AUTO 175			Cannot schedule 17-18	Submitted
D1	AUTO 176			Cannot schedule 17-18	Submitted
D1	AUTO 198H			Cannot schedule 17-18	Submitted
D1	BUS 105			Cannot schedule 17-18	Submitted
D1	BUS 111			Cannot schedule 17-18	Submitted
D1	CA 107			Cannot schedule 17-18	Submitted
D1	CA 111			Cannot schedule 17-18	Submitted
D1	CA 121			Cannot schedule 17-18	Submitted
D1	CA 131			Cannot schedule 17-18	Submitted
D1	CA 141			Cannot schedule 17-18	Submitted
D1	CIS 111	Yes		Cannot schedule 17-18	Submitted
D1	CIS 123	Yes		Cannot schedule 17-18	Submitted
D1	CT 105			Cannot schedule 17-18	Submitted
D1	CT 110			Cannot schedule 17-18	Submitted
D1	ELEC 110			Cannot schedule 17-18	Submitted
D1	ELEC 115			Cannot schedule 17-18	Submitted
D1	ELEC 120			Cannot schedule 17-18	Submitted
D1	ELEC 130			Cannot schedule 17-18	Submitted
D1	ELTE 105			Cannot schedule 17-18	Submitted
D1	ELTE 140			Cannot schedule 17-18	Submitted
D1	EMT 101			Cannot schedule 17-18	Submitted
D1	FTEC 113			Cannot schedule 17-18	Submitted
D1	FTEC 215			Cannot schedule 17-18	Submitted
D1	ID 100			Cannot schedule 17-18	Submitted
D1	ID 110			Cannot schedule 17-18	Submitted
D1	ID 120			Cannot schedule 17-18	Submitted
D1	ID 150			Cannot schedule 17-18	Submitted
D1	ID 160			Cannot schedule 17-18	Submitted
D1	ID 201			Cannot schedule 17-18	Submitted
D1	MGT 201			Cannot schedule 17-18	Submitted
D1	NF 103			Cannot schedule 17-18	Submitted
D1	NF 110			Cannot schedule 17-18	Submitted
D1	NS 101A			Cannot schedule 17-18	Submitted
D1	NS 102A			Cannot schedule 17-18	Submitted
D1	NS 103A			Cannot schedule 17-18	Submitted
D1	NS 121			Cannot schedule 17-18	Course Deactivation Submitted
D1	RCP 103			Cannot schedule 17-18	Submitted
D1	RCP 105			Cannot schedule 17-18	Submitted
D1	RCP 202			Cannot schedule 17-18	Submitted

D1	RE 141			Cannot schedule 17-18	Submitted
D1	VN 110			Cannot schedule 17-18	Submitted
D1	VN 111			Cannot schedule 17-18	Submitted
D1	VN 113			Cannot schedule 17-18	Submitted
D2	ASTR 101L	Yes		Cannot schedule 17-18	Submitted
D2	BIOL 102	Yes		Cannot schedule 17-18	Submitted
D2	BIOL 104	Yes		Cannot schedule 17-18	Submitted
D2	CHEM 205			Cannot schedule 17-18	Submitted
D2	DRFT 250			Cannot schedule 17-18	Submitted
D2	ENGR 185	Yes		Cannot schedule 17-18	Submitted
D2	ENGR 221	Yes		Cannot schedule 17-18	Course Deactivation Submitted
D2	ERSC 101	Yes		Cannot schedule 17-18	Submitted
D2	GEOG 101L	Yes		Cannot schedule 17-18	Submitted
D2	GEOG 102L			Cannot schedule 17-18	Submitted
D2	GEOG 110			Cannot schedule 17-18	Submitted
D2	GEOG 220			Cannot schedule 17-18	Submitted
D2	GEOG 221	Yes		Cannot schedule 17-18	Submitted
D2	GEOG 222			Cannot schedule 17-18	Submitted
D2	GEOG 298C			Cannot schedule 17-18	Submitted
D2	GEOG 299			Cannot schedule 17-18	Submitted
D2	GEOL 101L	Yes		Cannot schedule 17-18	Submitted
D2	GEOL 102	Yes		Cannot schedule 17-18	Submitted
D2	GEOL 102L	Yes		Cannot schedule 17-18	Submitted
D2	MATH 124	Yes		Cannot schedule 17-18	Submitted
D2	MATH 125	Yes		Cannot schedule 17-18	Course Deactivation Submitted
D2	WDTO 101			Cannot schedule 17-18	Submitted
D3	CHIN 102	Yes		Cannot schedule 17-18	Submitted
D3	CHIN 201	Yes		Cannot schedule 17-18	Submitted
D3	CHIN 202	Yes		Cannot schedule 17-18	Submitted
D3	DFST 105			Cannot schedule 17-18	Submitted
D3	DFST 106			Cannot schedule 17-18	Submitted
D3	DFST 108			Cannot schedule 17-18	Submitted
D3	DFST 206			Cannot schedule 17-18	Submitted
D3	FREN 101	Yes		Cannot schedule 17-18	Submitted
D3	FREN 102	Yes		Cannot schedule 17-18	Submitted
D3	FREN 201	Yes		Cannot schedule 17-18	Submitted
D3	FREN 202	Yes		Cannot schedule 17-18	Submitted
D3	FREN 203	Yes		Cannot schedule 17-18	Submitted
D3	INT 101			Cannot schedule 17-18	Submitted
D3	INT 201			Cannot schedule 17-18	Submitted
D3	LAC 100			Cannot schedule 17-18	Submitted
D3	LAC 200			Cannot schedule 17-18	Submitted
D3	LAC 299			Cannot schedule 17-18	Submitted
D3	LATN 101	Yes		Cannot schedule 17-18	Submitted
D3	LATN 102	Yes		Cannot schedule 17-18	Submitted
D3	LATN 201	Yes		Cannot schedule 17-18	Submitted
D3	SPAN 202	Yes		Cannot schedule 17-18	Submitted
D4	AJ 103			Cannot schedule 17-18	Submitted
D4	AJ 104			Cannot schedule 17-18	Submitted
D4	AJ 109			Cannot schedule 17-18	Submitted
D4	AJ 203			Cannot schedule 17-18	Submitted
D4	AJ 207			Cannot schedule 17-18	Submitted
D4	ANTH 101	Yes		Cannot schedule 17-18	

D4	ANTH 103	Yes		Cannot schedule 17-18	Submitted
D4	ANTH 112	Yes		Cannot schedule 17-18	Submitted
D4	CFE 102			Cannot schedule 17-18	Submitted
D4	CFE 103	Yes		Cannot schedule 17-18	Submitted
D4	CFE 113			Cannot schedule 17-18	Submitted
D4	CFE 150			Cannot schedule 17-18	Submitted
D4	CFE 151			Cannot schedule 17-18	Submitted
D4	CFE 152			Cannot schedule 17-18	Submitted
D4	CFE 155			Cannot schedule 17-18	Submitted
D4	CFE 156			Cannot schedule 17-18	Submitted
D4	CFE 157			Cannot schedule 17-18	Submitted
D4	CFE 212			Cannot schedule 17-18	Submitted
D4	ECON 100	Yes		Cannot schedule 17-18	Submitted
D4	ECON 102	Yes		Cannot schedule 17-18	Submitted
D4	PHIL 101	Yes		Cannot schedule 17-18	Submitted
D4	PHIL 105	Yes		Cannot schedule 17-18	Submitted
D4	PHIL 106	Yes		Cannot schedule 17-18	Submitted
D4	POLS 103	Yes		Cannot schedule 17-18	Submitted
D4	POLS 202	Yes		Cannot schedule 17-18	Submitted
D4	PSY 101	Yes		Cannot schedule 17-18	Submitted
D4	PSY 201	Yes		Cannot schedule 17-18	Submitted
D4	PSY 212	Yes		Cannot schedule 17-18	Submitted
D4	PSY 230	Yes		Cannot schedule 17-18	Submitted
D4	PSY 232	Yes		Cannot schedule 17-18	Submitted
D4	SOC 105	Yes		Cannot schedule 17-18	Submitted
D4	SOC 115	Yes		Cannot schedule 17-18	Submitted
D5	ART 103	Yes		Cannot schedule 17-18	Submitted
D5	ART 121	Yes		Cannot schedule 17-18	Submitted
D5	ART 145	Yes		Cannot schedule 17-18	Submitted
D5	ATH 100			Cannot schedule 17-18	Submitted
D5	ATH 103			Cannot schedule 17-18	Submitted
D5	ATH 103L			Cannot schedule 17-18	Submitted
D5	DA 102	Yes		Cannot schedule 17-18	Submitted
D5	DA 103	Yes		Cannot schedule 17-18	Submitted
D5	DA 104	Yes		Cannot schedule 17-18	Submitted
D5	DA 105	Yes		Cannot schedule 17-18	Submitted
D5	DA 107B	Yes		Cannot schedule 17-18	Submitted
D5	DA 107C	Yes		Cannot schedule 17-18	Submitted
D5	DA 108	Yes		Cannot schedule 17-18	Submitted
D5	DA 113	Yes		Cannot schedule 17-18	Submitted
D5	DA 115	Yes		Cannot schedule 17-18	Submitted
D5	DA 116	Yes		Cannot schedule 17-18	Submitted
D5	DM 101			Cannot schedule 17-18	Submitted
D5	DM 101L			Cannot schedule 17-18	Submitted
D5	DM 103			Cannot schedule 17-18	Submitted
D5	DM 103L			Cannot schedule 17-18	Submitted
D5	DM 105L			Cannot schedule 17-18	Submitted
D5	DM 106			Cannot schedule 17-18	Submitted
D5	DM 106L			Cannot schedule 17-18	Submitted
D5	DM 110L			Cannot schedule 17-18	Submitted
D5	DM 112L			Cannot schedule 17-18	Submitted
D5	FTV 101	Yes		Cannot schedule 17-18	Submitted
D5	FTV 107	Yes		Cannot schedule 17-18	Submitted

D5	FTV 108	Yes		Cannot schedule 17-18	Submitted
D5	FTV 201	Yes		Cannot schedule 17-18	Submitted
D5	FTV 203	Yes	Never	Cannot schedule 17-18	Submitted
D5	FTV 215			Cannot schedule 17-18	Submitted
D5	FTV 220			Cannot schedule 17-18	Submitted
D5	FTV 230	Yes		Cannot schedule 17-18	Submitted
D5	KIN 103	Yes		Cannot schedule 17-18	Submitted
D5	KIN 110	Yes		Cannot schedule 17-18	Submitted
D5	KIN 120	Yes		Cannot schedule 17-18	Submitted
D5	KIN 145	Yes		Cannot schedule 17-18	Submitted
D5	KIN 150	Yes		Cannot schedule 17-18	Submitted
D5	KIN 197	Yes		Cannot schedule 17-18	Submitted
D5	KIN 200	Yes		Cannot schedule 17-18	Submitted
D5	KIN 215	Yes		Cannot schedule 17-18	Submitted
D5	KIN 220	Yes		Cannot schedule 17-18	Submitted
D5	KIN 230	Yes		Cannot schedule 17-18	Submitted
D5	KIN 240	Yes		Cannot schedule 17-18	Submitted
D5	KIN 255	Yes		Cannot schedule 17-18	Submitted
D5	MUS 111	Yes		Cannot schedule 17-18	Submitted
D5	MUS 121	Yes		Cannot schedule 17-18	Submitted
D5	MUS 126	Yes		Cannot schedule 17-18	Submitted
D5	MUS 131	Yes		Cannot schedule 17-18	Submitted
D5	MUS 132	Yes		Cannot schedule 17-18	Submitted
D5	MUS 142	Yes		Cannot schedule 17-18	Submitted
D5	MUS 151	Yes		Cannot schedule 17-18	Submitted
D5	MUS 153	Yes		Cannot schedule 17-18	Submitted
D5	MUS 160	Yes		Cannot schedule 17-18	Submitted
D5	MUS 165	Yes		Cannot schedule 17-18	Submitted
D5	MUS 166	Yes		Cannot schedule 17-18	Submitted
D5	MUS 167	Yes		Cannot schedule 17-18	Submitted
D5	MUS 170	Yes		Cannot schedule 17-18	Submitted
D5	MUS 171	Yes		Cannot schedule 17-18	Submitted
D5	MUS 183	Yes		Cannot schedule 17-18	Course Deactivation Submitted
D5	MUS 185	Yes		Cannot schedule 17-18	Submitted
D5	MUS 231	Yes		Cannot schedule 17-18	Submitted
D5	MUS 232	Yes		Cannot schedule 17-18	Submitted
D5	MUS 251A	Yes		Cannot schedule 17-18	Submitted
D5	MUS 251B	Yes		Cannot schedule 17-18	Submitted
D5	MUS 253A	Yes		Cannot schedule 17-18	Submitted
D5	MUS 253B	Yes		Cannot schedule 17-18	Submitted
D5	MUS 255A	Yes		Cannot schedule 17-18	Submitted
D5	MUS 255B	Yes		Cannot schedule 17-18	Submitted
D5	MUS 266	Yes		Cannot schedule 17-18	Submitted
D5	MUS 270	Yes		Cannot schedule 17-18	Submitted
D5	MUS 291	Yes		Cannot schedule 17-18	Submitted
D5	MUS 292	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 102	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 103	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 104			Cannot schedule 17-18	Submitted
D5	MUSC 107	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 112			Cannot schedule 17-18	Submitted
D5	MUSC 113			Cannot schedule 17-18	Submitted
D5	MUSC 124	Yes		Cannot schedule 17-18	Submitted

D5	MUSC 141			Cannot schedule 17-18	Submitted
D5	MUSC 173	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 175			Cannot schedule 17-18	Submitted
D5	MUSC 222			Cannot schedule 17-18	Submitted
D5	MUSC 223			Cannot schedule 17-18	Submitted
D5	MUSC 225			Cannot schedule 17-18	Submitted
D5	MUSC 273	Yes		Cannot schedule 17-18	Submitted
D5	MUSC 274	Yes		Cannot schedule 17-18	Submitted
D5	THA 101	Yes		Cannot schedule 17-18	Submitted
D5	THA 110	Yes		Cannot schedule 17-18	Submitted
D5	THA 125	Yes		Cannot schedule 17-18	Submitted
D5	THA 205	Yes		Cannot schedule 17-18	Submitted
D5	THA 220	Yes		Cannot schedule 17-18	Submitted
D5	THA 239	Yes		Cannot schedule 17-18	Submitted
S1	HD 100			Cannot schedule 17-18	Submitted
S1	HD 101			Cannot schedule 17-18	Submitted
S1	HD 102			Cannot schedule 17-18	Submitted
Lib	LIB 101			Cannot schedule 17-18	Submitted

k. Course Deactivations Impact on Other Programs/Courses
- **ENGR 115**
    - i. **Program Required Core:**
        - Engineering Technology, Cert – Submitted in CurricUNET change NOT noted
        - Engineering Technology, AS – Submitted in CurricUNET change NOT noted
- **MATH 125**
    - i. **Program Required Core:**
        - Real Estate Salesperson – Certificate- Submitted in CurricUNET
        - Real Estate Broker – Certificate- Submitted in CurricUNET
        - Real Estate – AS- Submitted in CurricUNET
        - *LAS – Math and Science – Option I – AA*
    - ii. **Program Restricted Elective:**
        - Office Specialist – Certificate - Submitted in CurricUNET
        - Office Specialist – AS - Submitted in CurricUNET
        - Administrative Assistant – Certificate - Submitted in CurricUNET
        - Administrative Assistant – AS - Submitted in CurricUNET
- **MATH 130**
    - i. **Program Required Core:**
        - Engineering Technology – Certificate - Submitted in CurricUNET Change noted
        - Engineering Technology – AS - Submitted in CurricUNET Change noted
        - *LAS – Math and Science – Option I – AA*

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

To: Academic Policies and Procedures Committee

From: Dr. Darcy Wiewall, AP&P Cochair

Date: August 23, 2016

Subject: AVC General Education Course Applicability

In an effort to have a more inclusive local General Education (GE) pattern, a review of the local General Education pattern in comparison to the IGETC and CSU GE lists was conducted. Many courses approved for California State University GE and/or Intersegmental GE Transfer Curriculum are missing from AVC local GE. The list below reflects those courses approved in a transfer GE pattern but not listed in our local pattern.

AJ 206 – Area B	MATH 160 – Area D2	PHYS 120 – Area A
AJ 210 – Area B	MATH 220 – Area D2	PHYS 211 – Area A
ART 160 – Area C	MATH 230 – Area D2	PHTC 101 – Area C
ART 210 – Area C	MATH 250 – Area D2	PHTC 150 – Area C
ART 213 – Area C	MUS 132 – Area C	PHTC 201 – Area C
CFE 102 – Area B	MUS 151 – Area C	PSY 212 – Area E
CFE 102 – Area E	MUS 153 – Area C	PSY 230 – Area B
CHEM 120 – Area A	MUS 185 – Area C	PSY 232 – Area B
COMM 103 – Area C	MUS 231 – Area C	PSY 233 – Area B
COMM 103 – Area E	MUS 232 – Area C	PSY 235 – Area B
COMM 107 – Area E	MUS 251A – Area C	PSY 236 – Area E
COMM 112 – Area C	MUS 251B – Area C	SOC 111 – Area E
COMM 217 – Area B	MUS 253A – Area C	SOC 116 – Area E
COMM 219 – Area E	MUS 253B – Area C	THA 239 – Area C
FTV 203 – Area C	NF 102 – Area E	
MATH 128 – Area D2	PHIL 106 – Area D2	

Please review this list with discipline faculty and bring concerns to the September 22, 2016 AP&P meeting for consideration.

Antelope Valley College

Community Services Offering

To: Academic Policies and Procedure (AP&P) Committee

From: Dr. L. Tom O'Neil, Dean

Date: April 7, 2016

Subject: Corporate and Community Services Offering Recommended for AP&P Approval

---

The Following courses are offered through Corporate and Community Services:

1. Course Title: Intravenous Therapy Certification
    # Meetings: 6 / Hours per Class: / Maximum Students: 16 / Cost of Enrollment: $225 / Material Fee: $0 Description: Legal aspects, types of venipuncture devices, regulation of fluid flow, patient observation, psychological preparation, choice and preparation of equipment, venipuncture and technique, safety factors, and choice of vein.

2. Course Title: Phlebotomy
    # Meetings: 1 / Hours per Class: 6 / Maximum Students: 16 / Cost of Enrollment: $65 / Material Fee: $0 Description: This course is only the practice of blood withdrawal. 3 hrs. – Theory includes blood withdrawal Methods, appropriate method Selection, Safety measures and possible withdrawal site preparation and complications. 3 hrs. - Clinical includes Preparation of equipment, Safety factors, choice of artery withdrawal, Choice of blood withdrawal device, Techniques of venipuncture, arterial, Skin puncture practice and Universal precautions for infection control and 3 Needle Sticks.

3. Course Title: Recognition of Cardiac and Respiratory Emergencies (CPR)
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: 16 / Cost of Enrollment: $65 / Material Fee: $4 Description: This is an American Heart Association CPR Course designed for individuals working in the healthcare field.

4. Course Title: Nursing Preceptorship
    # Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: $225 / Material Fee: Description: Provides optional experience that allows Associate Degree Nursing students to care for individuals and/or groups of patients in a clinical, outpatient, or community setting

5. Course Title: Respiratory Therapy Care Preceptorship
    # Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: $225 / Material Fee: Description: Provides optional experience that allows Associate Degree Respiratory Care students to care for individuals and/or groups of patients in a clinical, outpatient, or community setting.

6. Course Title: Food Handler Certification# Meetings: 1 / Hours per Class: / Maximum Students: / Cost of Enrollment: $140 / Material Fee: Description: This course is the ServSafe Manager's level program offered by National Restaurant Association. The class is a 6-hour intensive course followed by a 2-hour exam

7. Course Title: Spanish Food Handler
Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $140 / Material Fee: Description: This course is the ServSafe Manager's level program offered by National Restaurant Association. The class is a 6-hour intensive course followed by a 2-hour exam Taught in Spanish.

8. Course Title: Notary Public Workshop
Meetings: 1 / Hours per Class: 10/ Maximum Students: / Cost of Enrollment: $70 / Material Fee: $45 Description: 6-hour class providing information needed to become a notary public.

9. Course Title: Loan Signing
Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: $70 / Material Fee: $45 Description: Course includes information on the duties and responsibilities of the Notary Public as a loan signing specialist

10. Course Title: California Guard Card
Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $45 / Material Fee: Description: 8-hour training course necessary to secure a California Guard Card

11. Course Title: California Campus Security
Meetings: 3 / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $70 / Material Fee: Description: Students will be provided with knowledge of the school security officer's professional image, and school structure and organization as they relate to campus personnel, ancillary groups and constituent groups.

12. Course Title: SAT Reasoning Test Preparation
Meetings: 5 / Hours per Class: 20 / Maximum Students: / Cost of Enrollment: $269 / Material Fee: $40 Description: This SAT preparation program, presented by Innovation Education, features 16 hours of concrete instruction and a mock SAT test. This course is designed to maximize students' SAT scores & provide the best possible opportunity to compete for the college of their choice.

13. Course Title: GRE Test Preparation # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $250 / Material Fee: $40 Description: This seminar presented by Innovation Education will provide instruction and review of the required academic skills needed by prospective graduate students and business school applicants preparing to take the GRE Exam.

14. Course Title: Grant Writing Courses

Meetings: 4 / Hours per Class: 28 / Maximum Students: / Cost of Enrollment: $65 / Material Fee: $34 Description: An invigorating, informative, hands-on workshop created for both new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers and individuals who want a detailed look at the grant writing process. It gives you a detailed look at the technology and practical tips available to speed-up grant research, by providing immediate information access needed to obtain resources from corporations, foundations, and government agencies. You will have step-by-step guidance on how to become a grant-writing consultant or to create a non-profit charity. The class will also cover scholarships. Introduces simple but proven ideas for success now. In this workshop participants will learn how fundraising has evolved, how new software (New Raiser's Edge and Fundraiser) will make it easier to track donors and reduce the pressures of a face-to-face request.

15. Course Title: Retirement Planning
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $49 spouse $21 / Material Fee: Description: This course will help individuals analyze important issues that could have a positive or negative effect on what could be the retirement of their dreams

16. Course Title: Living Trust
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $20 / Material Fee:
    Description: Understand the ways to avoid the expense, aggravation and time of a probate. Learn the importance of durable powers of attorney. Understand the financial pitfall of joint tenancy and how a living trust might save thousands of dollars of inheritance tax.

17. Course Title: Tai Chi
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $80 / Material Fee:
    Description: This ancient form of martial arts is gentle, calming, relaxing, centering, slow-moving, and meditative. Learn how to control your breathing, focus your mind, and control the energy of your body

18. Course Title: Backpack Survival
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $50 / Material Fee: 10 Description: This intensive one-day seminar conducted by wilderness specialist Lee Bergthold is designed for anyone interested in general backpacking/mountaineering.

19. Course Title: Football Conditioning
    # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $20 / Material Fee:
    Description: High School student's pre conditioning for Jr. College level football.

20. Course Title: Becoming a Veterinary Assistant

Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Practicing veterinarian prepares you to work in a veterinary office or hospital.

21. Course Title: Certificate in Complementary and Integrative Health
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $210 / Material Fee: Description: Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options.

22. Course Title: Certificate in Global Healing Systems
Meetings: Online / Hours per Class: 13/ Maximum Students: / Cost of Enrollment: $78 / Material Fee: Description: Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

23. Course Title: Certificate in Healthy Aging
Meetings: Online / Hours per Class: 10 / Maximum Students: / Cost of Enrollment: $65 / Material Fee: Description: Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

24. Course Title: Certificate in Holistic and Integrative Health
Meetings: Online / Hours per Class: 33 / Maximum Students: / Cost of Enrollment: $350 / Material Fee: Description: Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for health care professionals and consumers.

25. Course Title: Certificate in Holistic and Integrative Health: Foundation 1
Meetings: Online / Hours per Class: 14 / Maximum Students: / Cost of Enrollment: $120 / Material Fee: Description: This certificate program focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

26. Course Title: Certificate in Holistic and Integrative Health: Foundation 2
Meetings: Online / Hours per Class: 10 / Maximum Students: / Cost of Enrollment: $115 / Material Fee: Description: In this four-lesson certificate program, you'll examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about ancient and diverse practices of meditation.

27. Course Title: Certificate in Holistic and Integrative Health: Foundation 3
Meetings: Online / Hours per Class: 9 / Maximum Students: / Cost of Enrollment: $66 / Material Fee: $0 Description: In this certificate program, you'll explore the concepts of four holistic therapeutic modalities as you focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

28. Course Title: Certificate in Meditation

Meetings: Online / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: $68 / Material Fee: Description: In this certificate program, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

29. Course Title: Certificate in Pain Assessment and Management
Meetings: Online / Hours per Class: 12 / Maximum Students: / Cost of Enrollment: $170 / Material Fee: Description: This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain

30. Course Title: Certificate in Starting Your Own Business in Health and Healing
Meetings: Online / Hours per Class: 10/ Maximum Students: / Cost of Enrollment: $66 / Material Fee: Description: Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan.

31. Course Title: Certificate in Stress Management
Meetings: Online / Hours per Class: 14 / Maximum Students: / Cost of Enrollment: $84/ Material Fee: $0 Description: Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

32. Course Title: Empowering Students with Disabilities
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

33. Course Title: Explore a Career as a Paralegal
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

34. Course Title: Explore a Career in Nursing
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

35. Course Title: Growing Plants for Fun and Profit
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: $0 Description: An industry professional teaches you everything you need to prosper in the backyard nursery business.

36. Course Title: Happy and Healthy Pregnancy

Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

37. Course Title: How to Get Started in Game Development
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: $0 Description: Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

38. Course Title: Introduction to Python 2.5 Programming
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

39. Course Title: Introduction to Python 3 Programming
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Enhance your résumé by adding Python to your programming skills.

40. Course Title: Introduction to Windows 8
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how get the most from the Microsoft Windows 8 operating system, including managing apps, programs, photos, files, and folders.

41. Course Title: Introduction to XML
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: $0 Description: Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

42. Course Title: Jump-Start Your Career with LinkedIn
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

43. Course Title: PC Security
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Use ethical hacking techniques to locate and close security holes in your own network.

44. Course Title: Project Management Applications
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Experienced project manager teaches you tricks of the project management trade.

45. Course Title: Project Management Fundamentals
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $45 / Material Fee: Description: Gain the skills you'll need to succeed in the fast-growing field of project management.

46. Course Title: Skills Making Great Decisions
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how to make excellent everyday decisions from an experienced counselor and life coach.

47. Course Title: Solving Classroom Discipline Problems II
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

48. Course Title: Solving Classroom Discipline Problems
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

49. Course Title: Spanish for Law Enforcement
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

50. Course Title: Spanish for Medical Professional
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

51. Course Title: Spanish for Medical Professionals II
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.

52. Course Title: Start Your Own Edible Garden
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: $0 Description: Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

53. Course Title: Start a Nonprofit

Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Industry veteran shows you how to take a nonprofit business from vision to reality.

54. Course Title: Understanding the Cloud
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn everything you need to truly understand the cloud—including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

55. Course Title: Using Social Media in Business
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

56. Course Title: The Home Inspection Training Program
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $4500 / Material Fee: Description: This program incorporates the Standards of Practice of ASHI (American Society of Home Inspectors). The program is based on curriculum developed by ASHI in conjunction with Columbia Assessment Services Inc., as a result of their Role Delineation Study of the home inspection profession. The Home Inspection Training Program is designed to teach in a logical, progressive way. For each component and house system, the approach follows this simple 10 step learning process.

57. Course Title: Pharmacy Technician Training
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $1995 / Material Fee: Description: In less than 6 months, you can prepare for a successful new career as a Pharmacy Technician! The program helps you to quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial stability. The program will prepare you for the Pharmacy Technician Certification Board (PTCB) Exam; train you for careers in both retail and institutional healthcare settings; and help you gain the necessary knowledge and skills to begin working immediately upon graduation.

58. Course Title: Medical Transcription Editor
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $2995 / Material Fee: Description: Obtain your Medical Transcription certificate through this online program presented by Career Step. You will learn about software and hardware products developed for the healthcare environment; keyboard basics, medical word building; basic human structures and the major body systems; medical language; basic pharmacology; and medical and diagnostic reports. You will focus on the fundamentals of transcription and gain practical experience transcribing clinic notes and basic acute care dictation files, and you will be provided information and exercises for tracking and improving productivity. A midterm and final exam are included, along with administrative and marketing support, program benefits, and program materials.

59. Course Title: Introduction to Microsoft Outlook 2013

Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

60. Course Title: Assisting Aging Parents
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

61. Course Title: Start Your Own Gift Basket Business
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.
.

62. Course Title: Start Your Own Online Business
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

63. Course Title: Intermediate InDesign CC
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents.

64. Course Title: Certificate in End of Life Care
Meetings: Online / Hours per Class: 18 / Maximum Students: / Cost of Enrollment: $190 / Material Fee: Description: The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

65. Course Title: Become an Optical Assistant
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: earn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

66. Course Title: LPI Linux Essentials Exam Prep
Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Master the Linux operating system using both the graphical desktop and the text-based command line environments and prepare for the Linux Professional Institute (LPI) Linux Essentials exam.

67. Course Title: Certificate in Gerontology

Meetings: Online / Hours per Class: 25 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Earn a certificate proving you with the skills required to meet the health care needs of a rapidly aging population.

68. Course Title: Ready, Set, Read!
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $195 / Material Fee: Description: A learning specialist shows you how to raise a successful reader and writer.

69. Course Title: Become a Veterinary Assistant II: Canine Reproduction
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

70. Course Title: Creating a Classroom Website
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

71. Course Title: Lose Weight and Keep It Off
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

72. Course Title: Become a Veterinary Assistant III: Practical Skills
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

73. Course Title: Become a Physical Therapy Aide
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Prepare for a rewarding career as a valued member of the physical therapy team.

74. Course Title: Understanding Adolescents
   # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

75. Course Title: Certificate in Food, Nutrition, and Health
   # Meetings: Online / Hours per Class: 16 / Maximum Students: / Cost of Enrollment: $96 / Material Fee: Description: In this certificate program, you'll gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

76. Course Title: Administrative Assistant Fundamentals
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

77. Course Title: Administrative Assistant Applications
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

78. Course Title: Creating a Successful Business Plan
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Turn your business ideas into a solid plan for financing and long-term success.

79. Course Title: Keys to Successful Money Management
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Certified financial planner shows you how most wealthy people build their fortunes.

80. Course Title: Secrets of the Caterer
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn cooking and business secrets from a professional caterer.

81. Course Title: Achieving Success with Difficult People
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

82. Course Title: Introduction to Stock Options
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Learn how stock options can protect your portfolio and help you profit in any type of market.

83. Course Title: Stocks, Bonds, and Investing: Oh, My!
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $100 / Material Fee: Description: Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

84. Course Title: The Analysis and Valuation of Stocks
    # Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: $95 / Material Fee: Description: Discover valuable techniques that show you step-by-step how to research and value stocks.

ANTELOPE VALLEY COLLEGE

Course No. PFML.1516-001

Course Title: Automated External Defibrillator Training

Instructor (print): Health Education Forum

Division Faculty Review

CA Sundbey
Faculty Review Signature

Nursing
Discipline

_4/25/16_
Date

Approved ✓   Denied _____   Reason _____

U. Beatty
Faculty Review Signature

Nursing
Discipline

_4-25-16_
Date

Approved ✓   Denied _____   Reason _____

L. Denise Walker
Faculty Review Signature

Nursing
Discipline

_4/26/16_
Date

Approved ✓   Denied _____   Reason _____

Faculty Review Signature

Discipline

Date

Approved _____   Denied _____   Reason _____

---

signature
AP&P Representative Signature

_4/27/16_
Date

Approved ✓   Denied _____   Reason _____

Rick Datanl
Division Dean Signature

_4.27.16_
Date

Approved ✓   Denied _____   Reason _____

Thomas Oneil
C&CS Division Dean Signature

_4.27.16_
Date

Approved ✓   Denied _____   Reason _____

AP&P/Community Services Form: 3-18-11

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFML.1516-001

TITLE: Automated External Defibrillator (AED) Training

INSTRUCTOR: Health Education Forum

HOURS: 3   NUMBER OF MEETINGS: 1

ENROLLMENT FEE: $45   MATERIALS/SUPPLIES FEE: N/A
                                         Text / CDs / DVDs / Handouts
                                         Materials provided for review: Y   N

ENROLLMENT EXPECTED: 40 (1:20)

DESCRIPTION OF OFFERING: Target audience: Health Care Professionals/Lay persons
                            Recommended advisories/pre-requisites/instructor approval: N/A

Course description: The class will focus on the use of the automated external
defibrillator (AED). The student will learn how to recognize and respond to
various situations in which a person in distress may need external defibrillation,
and demonstrate satisfactory skills in the use of AED.

INSTRUCTOR BIOGRAPHY: Nursing has been Sandra Hughes' career for the past 45 years. She has recently
retired from Antelope Valley College after 15 years as a professor in the ADN
Registered Nursing Program. Sandra's experience in the hospital setting
progressed from a staff nurse position to Assistant Director of Nursing Services.
In the community setting, she has been a consultant and perinatal specialist for
Corometrics Medical Systems, and managed a Health Maintenance Organization
in Simi Valley. Additionally, she has also taught in the Registered Nursing
Program, Licensed Vocational Nursing Program and the Medical Office
Assisting Program.

Registered Nursing has been Sandra Robinson's work for almost 40 years. She
is currently an adjunct faculty in the Registered Nursing Program with Antelope
Valley College after 15 years as a full-time tenured professor. Sandra's
background includes 18 years at the Antelope valley hospital and 7 years with
the Lancaster Community Hospital.

SPECIAL NEEDS:
    Facilities: HS Nursing Lab

    Audio/Video:

    Other:

    Need software installed:

        ITS notified: _____   _____
                       Date   Signature
ONLINE CLASS:
    How offered?   Independent study _____
                    Online instructor _____
                        Synchronous Only _____
                        Synchronous and Asynchronous _____

Community Services Offering Outline 12-11-09

Number of required sessions _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____   Open   Y   N

AUTOMATED EXTERNAL DEFIBRILATOR TRAINING CLASS

Description: This class will focus on the use of the automated external defibrillator (AED). The student will learn the how to recognize and respond to various situations in which a victim may need external defibrillation, and demonstrate satisfactory skills in the use of the AED.

Topics:

- Recognizing the emergency and assess the scene for safety.
- Know how to activate the Emergency Medical system (EMS).
- Discuss various situations in which AED may be necessary.
- Discussion related to initial assessment of the victim.
- Use of the equipment.

Objective:

1. Pass a 10 question quiz with score of 80%.
2. Demonstrate satisfactory use of equipment.
3. Demonstrate initial assessment of a victim and scene for safety.
4. Demonstrate activation technique for the EMS.

Date: _____

Time: _____

Place: _____   **DRAFT 1**

Registration: _____

Fee: _____

Speakers: Sandra Robinson, RN, MS and Sandra Hughes, RN, MN. Both Professor Emeritus with Health Education Form.

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No.   PFML.1516-003

Course Title: Emergency Response for Home, Community, and Workplace

Instructor (print): Health Education Forum

Division Faculty Review

Ed Sundbey
Faculty Review Signature

Nursing
Discipline

_4/25/16_
Date

Approved __✓__   Denied _____   Reason _____

U. Beatty
Faculty Review Signature

Nursing
Discipline

_4-25-16_
Date

Approved __✓__   Denied _____   Reason _____

L. Denise Walker
Faculty Review Signature

Nursing
Discipline

_4/26/16_
Date

Approved __✓__   Denied _____   Reason _____

_____
Faculty Review Signature

_____
Discipline

_____
Date

Approved __✓__   Denied _____   Reason _____

_____
AP&P Representative Signature

_4/27/16_
Date

Approved __✓__   Denied _____   Reason _____

_____
Division Dean Signature

_4.26.16_
Date

Approved __✓__   Denied _____   Reason _____

_____
C&CS Division Dean Signature

_4.27.16_
Date

Approved __/__   Denied _____   Reason _____

AP&P/Community Services Form: 3-18-11

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFML.1516-003

TITLE: Emergency Response for Home, Community, and Workplace

INSTRUCTOR: Health Education Forum

HOURS: 4   NUMBER OF MEETINGS: 1

ENROLLMENT FEE: $80   MATERIALS/SUPPLIES FEE: $20
                                             Text / CDs / DVDs / Handouts
                                             Materials provided for review: Y   N

ENROLLMENT EXPECTED: 40

DESCRIPTION OF OFFERING: Target audience: First responders, and lay persons who may be first responders.
Recommended advisories/pre-requisites/instructor approval:

Course description: This class focuses on the initial care given by a responder, who has little equipment, to someone who is injured or suddenly becomes ill. The instructors will present the knowledge and skills necessary to respond confidently and effectively in an emergency situation.

INSTRUCTOR BIOGRAPHY: Nursing has been Sandra Hughes' career for the past 45 years. She has recently retired from Antelope Valley College after 15 years as a professor in the ADN Registered Nursing Program. Sandra's experience in the hospital setting progressed from a staff nurse position to Assistant Director of Nursing Services. In the community setting, she has been a consultant and perinatal specialist for Corometrics Medical Systems, and managed a Health Maintenance Organization in Simi Valley. Additionally, she has also taught in the Registered Nursing Program, Licensed Vocational Nursing Program and the Medical Office Assisting Program.

Registered Nursing has been Sandra Robinson's work for almost 40 years. She is currently an adjunct faculty in the Registered Nursing Program with Antelope Valley College after 15 years as a full-time tenured professor. Sandra's background includes 18 years at the Antelope valley hospital and 7 years with the Lancaster Community Hospital.

SPECIAL NEEDS:
    Facilities: HS Nursing Lab

    Audio/Video:

    Other:

    Need software installed:

        ITS notified: _____   _____
                       Date   Signature
ONLINE CLASS:
    How offered?   Independent study _____
                    Online instructor _____
                        Synchronous Only _____
                        Synchronous and Asynchronous _____

Community Services Offering Outline 12-11-09

Number of required sessions _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____   Open Y N

Emergency Response for Home, Community and Workplace

Description: This class focuses on the initial care given by a responder, who has little equipment, to someone who is injured or suddenly becomes ill. The instructors will present the knowledge and skills necessary to respond confidently and effectively in an emergency situation.

Topics:

- Recognize an emergency and evaluate the scene for safety.
- Know when and how to activate the EMS system and how to interact with EMS responders.
- Discussion of the legal issues related to providing first aid.
- Discuss signs, symptoms and first aid for: heart attack, stroke, head injury, bleeding, spinal injuries, Bone and joint injuries, respiratory emergencies, diabetic emergencies, anaphylaxis reactions, and bites and stings.
- Methods to prevent the exposure to bloodborne pathogens.
- Discussion related to "recovery position" and when to use it.

Objectives:

1. Demonstrate the initial assessment of a victim.
2. Demonstrate how to stop bleeding and apply a bandage.
3. Demonstrate choking management of a responsive victim.
4. Demonstrate the correct use of an epinephrine auto-injector.
5. Demonstrate disposable glove removal.

Date: _____

Time: _____

Place: _____

Registration:

Fee:

Speakers: Sandra Robinson, RN, MS and Sandra Hughes, RN, MN. Both are Professor Emeritus with Health Education Forum.

Slh/First Aid Flyer 2016

Course No. LPD. 1516-003

Course Title: Managing Arrhythmias of the Heart

Instructor (print): Health Education Forum

Division Faculty Review

CA Sundbey
Faculty Review Signature

Approved __/__ Denied _____

Nursing
Discipline

_4/25/16_
Date

Reason _____

U Beatty
Faculty Review Signature

Approved __✓__ Denied _____

Nursing
Discipline

_4-25-16_
Date

Reason _____

L. Denise Walker
Faculty Review Signature

Approved __✓__ Denied _____

Nursing
Discipline

_4/26/16_
Date

Reason _____

_____
Faculty Review Signature

Approved _____ Denied _____

_____
Discipline

_____
Date

Reason _____

_____
AP&P Representative Signature

Approved __✓__ Denied _____

_4/27/16_
Date

Reason _____

Ric Dotawal
Division Dean Signature

Approved __✓__ Denied _____

_4.27.16_
Date

Reason _____

Thomas O'neil
C&CS Division Dean Signature

Approved __/__ Denied _____

_4.27.16_
Date

Reason _____

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFML.1516-002

TITLE: Managing Arrhythmias of the Heart

INSTRUCTOR: Health Education Forum

HOURS: 6   NUMBER OF MEETINGS: 2

ENROLLMENT FEE: $95   MATERIALS/SUPPLIES FEE: N/A
                                       Text / CDs / DVDs / Handouts
                                       Materials provided for review: Y   N

ENROLLMENT EXPECTED: 50

DESCRIPTION OF OFFERING: Target audience: Health Care Professionals
                           Recommended advisories/pre-requisites/instructor approval: N/A

                           Course description: This seminar is for Health Care Professionals interested in
                           enhancing their knowledge in assessment, treatment, and management of the
                           cardiac patient. The focus will be on the most updated information in order to
                           ensure the best outcome for the cardiac patient.

INSTRUCTOR BIOGRAPHY: Nursing has been Sandra Hughes' career for the past 45 years. She has recently
                           retired from Antelope Valley College after 15 years as a professor in the ADN
                           Registered Nursing Program. Sandra's experience in the hospital setting
                           progressed from a staff nurse position to Assistant Director of Nursing Services.
                           In the community setting, she has been a consultant and perinatal specialist for
                           Corometrics Medical Systems, and managed a Health Maintenance Organization
                           in Simi Valley. Additionally, she has also taught in the Registered Nursing
                           Program, Licensed Vocational Nursing Program and the Medical Office
                           Assisting Program.

                           Registered Nursing has been Sandra Robinson's work for almost 40 years. She
                           is currently an adjunct faculty in the Registered Nursing Program with Antelope
                           Valley College after 15 years as a full-time tenured professor. Sandra's
                           background includes 18 years at the Antelope valley hospital and 7 years with
                           the Lancaster Community Hospital.

SPECIAL NEEDS:
        Facilities: HS Nursing Lab

        Audio/Video:

        Other:

        Need software installed:

              ITS notified: _____   _____
                               Date   Signature
ONLINE CLASS:
        How offered?   Independent study _____
                         Online instructor _____
                             Synchronous Only _____

Community Services Offering Outline 12-11-09

Synchronous and Asynchronous _____
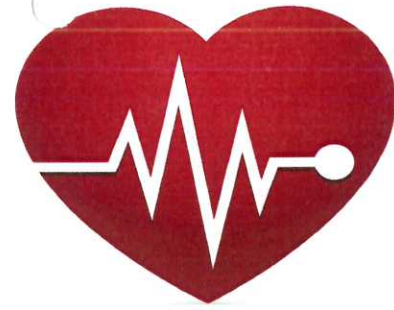Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:
Enrollment: Start dates _____   Open   Y   N

MANAGING ARRHYTHMIAS OF THE HEART

DESCRIPTION: This seminar is for healthcare professionals interested in enhancing their knowledge in assessment, treatment and management of the cardiac patient. The focus will be on the most up-dated information in order to ensure the best outcomes for the cardiac patient.

TOPICS INCLUDE:
- Interpretation of Cardiac Rhythms: Normal and Abnormal
- Hemodynamic Functioning: Cardiac Output, Preload, Afterload, Contractility and Rate
- Normal vs. Abnormal Heart Sounds
- Pertinent Pharmacology Therapies: AHA Guidelines, Dual Anti-platelet therapy, Atropine, Epinephrine, Dopamine, Anticoagulation, and Mechanism of Action.
- Evidenced based guidelines for assessing and managing dysrhythmias: Creating a hemodynamic profile, Volume status, Jugular Vein Distention, Important pulse pressure, and Value of heart sounds.

OBJECTIVES: Upon completion, the student will be able to:
1. Interpret cardiac rhythms.
2. Differentiate abnormal hemodynamic functioning which may cause pathologic issues and conditions.
3. Discuss normal versus abnormal cardiac heart sounds.
4. Discuss pertinent pharmacology therapies.
5. Discuss evidenced based guidelines for assessing and managing dysrhythmias.

Date: Friday, June 24, 2016

Time: 0730 Registration with Continental Breakfast and Seminar 0800 to 1600

Place: Antelope Valley College Community, Health Science Bldg. Room 217
(Use Parking Lot "H" off of 30th Street)

Registration: Antelope Valley College Community Education Dept.
Phone: 661-722-6300 between the hours of 0800-1600 Monday – Thursday and 0800-1100 on Friday. _Deadline for registration is June 15th. Refund: $50.00 will be returned if registered by June 15th. No refund after June 15th._

Fee: $95 per person and Provider approved by the California Board of Registered Nursing, Provider #_____ for six (6) Contact Hours.

Speakers: Sandra D. Robinson, RN, MS and Sandra L. Hughes, RN, MN both Professor Emeritus with Health Education Forum

Course No.   PFST.1516-001

Course Title: CISSP Examination Training

Instructor (print): Richard Birtwum

Division Faculty Review

Faculty Review Signature   CA/CIS   4/27/2016
                                      Discipline   Date

Approved __X__   Denied _____   Reason _____

Faculty Review Signature   CIS   4.27.16
                                      Discipline   Date

Approved __X__   Denied _____   Reason _____

Faculty Review Signature   Discipline   Date

Approved _____   Denied _____   Reason _____

Faculty Review Signature   Discipline   Date

Approved _____   Denied _____   Reason _____

AP&P Representative Signature   4/27/16
                                      Date

Approved __✓__   Denied _____   Reason _____

Division Dean Signature   4.27.16
                                      Date

Approved __✓__   Denied _____   Reason _____

C&CS Division Dean Signature   4.27.16
                                      Date

Approved __X__   Denied _____   Reason _____

ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFST.1516-001

TITLE: CISSP Examination Training

INSTRUCTOR: Richard Biritwum

HOURS: 40   NUMBER OF MEETINGS: 5

ENROLLMENT FEE: $1999.00   MATERIALS/SUPPLIES FEE: N/A
                                              Text / CDs / DVDs / Handouts
                                              Materials provided for review: Y   N

ENROLLMENT EXPECTED: 10-15

DESCRIPTION OF OFFERING: Target audience: IT Professionals and Managers, System Administrators,
                            Computer Technicians, and Project Managers.
                            Recommended advisories/pre-requisites/instructor approval:

                            Course description: The Certified Information Systems Security Professional
                            (**CISSP**) certification is an ***ISO/IEC 17024 ANSI*** accredited, internationally
                            recognized benchmark information security certification designed for
                            information security professionals with 5 or more years of experience in the
                            field. The **CISSP** examination measures the competence of candidates against
                            an internationally accepted common body of knowledge encompassing 8
                            security domains which include Security and Risk Management, Asset Security,
                            Security Engineering, Communication and Network Security, Identity and
                            Access Management, Security Assessment and Testing, Security Operations,
                            and Software Development Security. The training coursework ensures relevancy
                            across all disciplines in the field of information security and the high level of
                            detail provided in each domain ensures that successful credential holders possess
                            the depth of skills and knowledge expected of a seasoned security professional.
                            ISC$^{(2)}$'s CISSP credential holders may further elevate their standing through one
                            of the CISSP concentrations in management, architecture or engineering. The
                            can also deepen their knowledge beyond the **CISSP** by coupling credentials
                            such as Digital Forensics (**CCFP**), Software Development (**CSSLP**), System
                            Authorization (**CAP**), and/or the Certified Cloud Security Professional (**CCSP**).

INSTRUCTOR BIOGRAPHY: Richard Biritwum is a seasoned Information Technology professional having
                            specialized in I.T. Project management, systems engineering, and information
                            security throughout his career ranging from Information Security Engineer to
                            Project and Program Management. He has led projects and assignments that
                            included auditing and compliance, cyber-security, forensics, digital and
                            technical crime investigations with insider origination, and US Navy's combat
                            systems distance support infrastructure, to name a few. Richard is a **CISSP**
                            (Certified Information Systems Security Professional), **CISA/CISM** (Certified
                            Information Systems Auditor and Certified Information Security Manager),
                            CNE (Certified Novell Network Engineer), and **PMP** (Project Management
                            Professional). **Richard Biritwum PMP, CISA, CISM, CISSP, CNE**, is
                            currently an Adjunct Instructor with Antelope Valley College.

SPECIAL NEEDS:
     Facilities:

Audio/Video:

Other:

Need software installed:

     ITS notified: _____   _____

                      Date   Signature

ONLINE CLASS:

     How offered?   Independent study _____

                      Online instructor _____

                             Synchronous Only _____

                             Synchronous and Asynchronous _____

                             Number of required sessions _____

                    Hybrid _____

                             Number of required sessions online vs. face-to-face _____

     Portal used, web address listed:

     Enrollment: Start dates _____   Open   Y   N

CISSP

Certified Information Systems Security Professional

The Certified Information Systems Security Professional (**CISSP**) certification is an ***ISO/IEC 17024 ANSI*** accredited, internationally recognized benchmark information security certification designed for information security professionals with 5 or more years of experience in the field. The **CISSP** examination measures the competence of candidates against an internationally accepted common body of knowledge encompassing 8 security domains which include Security and Risk Management, Asset Security, Security Engineering, Communication and Network Security, Identity and Access Management, Security Assessment and Testing, Security Operations, and Software Development Security.

The eight (8) domains of the **ISC**[2] **CISSP CBK** provide a vendor-neutral and internationally understood common framework upon which the practice of information security can be discussed, taught and otherwise advanced across geographic and geopolitical boundaries.

The broad spectrum of topics included in the **CISSP CBK** will be delivered by the **Antelope Valley College, Corporate and Community Services** center in Lancaster. The training coursework ensures relevancy across all disciplines in the field of information security and the high level of detail provided in each domain ensures that successful credential holders possess the depth of skills and knowledge expected of a seasoned security professional. **ISC**[2]**'s CISS**P credential holders may further elevate their standing through one of the CISSP concentrations in management, architecture or engineering. The can also deepen their knowledge beyond the **CISSP** by coupling credentials such as Digital Forensics (**CCFP**), Software Development (**CSSLP**), System Authorization (**CAP**), and/or the Certified Cloud Security Professional (**CCSP**).

The examination candidate information bulletin of ISC[2] includes the following:

- An examination blueprint that outlines major topics and sub-topics within the 8 domains,
- A suggested reference list,
- A description of the format of the items on the examination,
- And the general examination registration and administration policies.

Richard Biritwum PMP, CISA, CISM, CISSP, CNE, is an Adjunct Instructor at the Antelope Valley College and mentoring future young Information Security professionals and I.T. Project and Program manager with BSI Systems Engineering. He is a seasoned Information Technology professional having held positions as a systems engineer with Lockheed Martin Corporation, Information Security Engineer, Project and Program Manager.

He has led projects and assignments that included auditing and compliance, cyber-security training, forensics, digital and technical crime investigations with insider origination, and US Navy's combat systems distance support architecture.

Richard Biritwum, PMP, CISSP, CISA/CISM, CNE

Richard Biritwum is a seasoned Information Technology professional having specialized in I.T. Project management, systems engineering and information security throughout his career ranging from Information Security Engineer to Project and Program Management. He has led projects and assignments that included auditing and compliance, cyber-security, forensics, digital and technical crime investigations with insider origination, and US Navy's combat systems distance support infrastructure, to name a few.

Richard is a **CISSP** (Certified Information Systems Security Professional), **CISA/CISM** (Certified Information Systems Auditor and Certified Information Security Manager), **CNE** (Certified Novell Network Engineer), and **PMP** (Project Management Professional). When Richard is working or not working professionally he is giving back to the tech space by teaching as an Instructor at the Antelope Valley College and mentoring future young Information Security professionals.

As an individual who thrives on responsibility, and lives for the next big challenge. I persistently broaden my horizons and continuously develop my expertise and seek to accelerate my career and solve real enterprise challenges. I seek to unleash my passion for innovative systems processes in modern technology and thrive on customer satisfaction and success. I strive to lead and serve organizations that transform Information Technology from the dark information abyss to the daylight of user training in information security, and corporate departments with protected data.

BSI Systems Engineering
Information Security Training Programs

Information Security

WHO IS KEEPING YOUR INFORMATION SECURE?

As more and more confidential information is stored and processed electronically, the risk of unauthorized access is on the rise. Data breaches and attacks make protection critical.

At BSI Systems Engineering, our information security training program is primed to ensure your organization and security Professionals are at a significantly reduced risk of an information breach and also minimizes negative impacts should a breach occur.

Information Security courses and certification are primarily created by vendor-neutral vendors such as **CompTIA**, (ISC)², ISACA and **EC-Council**. These organizations are committed to setting strict security standards that any organization can implement. Earning certifications from these vendor-neutral organizations is an ideal way to prove your skill and knowledge to your employer. We offer information security training and certification from the following vendors:

INFORMATION SECURITY CERTIFICATIONS

CompTIA Security - Security+, SMSP

CompTIA Security+

CompTIA Security+ training from New Horizons Norfolk provides an excellent introduction to the security field and is typically a better entry point than jumping right into an advanced security program. With Security+, you'll build a solid foundation of knowledge that you can build upon—helping you advance your career in the months and years to come.

SMSP professionals have the skills necessary to anticipate attacks and guard sensitive information from social media hackers, and, in the event of a breach, have tools to quickly respond to security incidents. SMSPs have proven competency to help guide organization's social media personnel security policy.

In order to receive the CompTIA Social Media Security Professional Certification (SMSP) Certification, you must past one exam:

Course: CompTIA Social Media Security Professional (SMSP)

Exam: CompTIA Social Media Security Professional (SMSP) Certification Exam

Target Audience

The SMSP certification is ideal for individuals who work with social media solutions and have experience in the cyber security space, or Chief Information Security Officers (CISO), Chief Information Officers (CIO) or other roles responsible for developing social media usage policies and education programs for end users.

The CompTIA Social Media Security Professional Certification course is the first step for Network technicians, Security administrators, Security architect, Security engineers and Network administrators to prepare for the certification exam.

At Course Completion

Upon successful completion of this course, students will learn:

- Social Media Theory and Principles
- Social Media Technical Composition
- Social Media Risks
- Social Media Security & Incident Response
- Social Media Management

managerial elements such as project management, risk management, setting up and delivering a security awareness program, and managing a Business Continuity Planning program. A CISSP-ISSMP establishes, presents and governs information security programs demonstrating management and leadership skills. Typically the CISSP-ISSMP certification holder or candidate will be responsible for constructing the framework of the information security department and define the means of supporting the group internally.

Course: Information Systems Security Management Professional (ISSMP) Certification Boot Camp

Exam: Information Systems Security Management Professional (ISSMP)

Information Systems Security Architecture Professional (ISSAP)

CISSP-ISSAP requires a candidate to demonstrate two years of professional experience in the area of architecture and is an appropriate credential for Chief Security Architects and Analysts who may typically work as independent consultants or in similar capacities. The architect plays a key role within the information security department with responsibilities that functionally fit between the C-suite and upper managerial level and the implementation of the security program. He/she would generally develop, design, or analyze the overall security plan. Although this role may typically be tied closely to technology this is not necessarily the case, and is fundamentally the consultative and analytical process of information security.

Course: Information Systems Security Architecture Professional (ISSAP) Certification Boot Camp

Exam: Information Systems Security Architecture Professional (ISSAP)

Information Systems Security Engineering Professional (ISSEP)

This concentration was developed in conjunction with the U.S. National Security Agency (NSA) providing an invaluable tool for any systems security engineering professional. CISSP-ISSEP is the guide for incorporating security into projects, applications, business processes, and all information systems. Security professionals are hungry for workable methodologies and best practices that can be used to integrate security into all facets of business operations. The SSE model taught in the IATF portion of the course is a guiding light in the field of information security and the incorporation of security into all information systems.

Course: Information Systems Security Engineering Professional (ISSEP) Certification Boot Camp

Exam: Information Systems Security Engineering Professional (ISSEP)

Licensed Penetration Tester (LPT)

EC-Council's Licensed Penetration Tester (LPT) certification is a natural evolution and extended value addition to its series of security related professional certifications. The LPT standardizes the knowledge base for penetration testing professionals by incorporating best practices followed by experienced experts in the field.

Course: Complete Penetration Testing – 10 Day

Exam: Licensed Penetration Tester (LPT)

Gain the in-demand career skills of a professional security tester. Learn the methodologies, tools, and manual hacking techniques used by penetration testers.

EC-Council Certified Security Analyst (ECSA)

EC Council Certified Security Analyst, ECSA an advanced ethical hacking training certification that complements the Certified Ethical Hacker, CEH certification by exploring the analytical phase of ethical hacking.

While the Certified Ethical Hacker certification exposes the learner to hacking tools and technologies, the Certified Security Analyst course takes it a step further by exploring how to analyze the outcome from these tools and technologies. Through groundbreaking network penetration testing training methods and techniques, this pen testing computer security certification helps students perform the intensive assessments required to effectively identify and mitigate risks to the information security of the infrastructure.

Course: EC-Council ECSA/LPT V8.0

Exam: EC-Council Certified Security Analyst (ECSA)

Gain the in-demand career skills of a professional security tester. Learn the methodologies, tools, and manual hacking techniques used by penetration testers.

IACRB Info Security Training - CCFE, CDRP, CREA, CSSA, CWAPT, CPT, CEPT

IACRB
Information Assurance
Certification Review Board

About IACRB

The Information Assurance Certification Review Board (IACRB) is an industry standard organization formed and organized for Information Security professionals. All IACRB certifications require not only a traditional exam but also require a hands-on practical exam to verify knowledge.

Certified SCADA Security Architect (CSSA)

The CSSA determines if a candidate possesses adequate knowledge to properly secure a SCADA system. It is designed to be relevant for power transmission, oil and gas and water treatment industries. The CSSA certification provides professionals with an objective measure of competence as well as a recognizable standard of achievement. The CSSA credential is ideal for industrial network administrators and their managers, as well as IT professionals and their managers.

Course: Supervisory Control and Data Acquisition (SCADA) Security

Exam: Certified SCADA Security Architect (CSSA)

Students will gain homeland security skills, by learning to assess and secure SCADA systems. This course covers everything from field based attacks to automated vulnerability assessments for SCADA networks.

Certified Web App Penetration Tester (CWAPT)

The CWAPT certification is designed to certify that candidates have working knowledge and skills in relation to the field of web application penetration testing.

Course: Web Application Penetration Testing

Exam: Certified Web App Penetration Tester (CWAPT)

From the first day to the last day, you will learn the ins and outs of Web App Pen Testing by attending thought provoking lectures led by an expert instructor.

Certified Penetration Tester (CPT)

The CPT certification is designed to certify that candidates have working knowledge and skills in relation to the field of penetration testing.

Course: Complete Penetration Testing – 10 Day

Exam: Certified Penetration Tester (CPT)

Gain the in-demand career skills of a professional security tester. Learn the methodologies, tools, and manual hacking techniques used by penetration testers.

Course: Certified in the Governance of Enterprise IT (CGEIT) Boot Camp

Exam: Certified in the Governance of Enterprise IT (CGEIT) Boot Camp

CGEIT is specifically developed for IT and business professionals who have a significant management, advisory, or assurance role relating to the governance of enterprise IT.

Certified Information Systems Auditor (CISA)

The CISA designation is a globally recognized certification for IS audit control, assurance and security professionals. Being CISA-certified showcases your audit experience, skills and knowledge, and demonstrates you are capable to manage vulnerabilities, ensure compliance and institute controls within the enterprise.

Course: Certified Information Systems Auditor (CISA) Boot Camp

Exam: Certified Information Systems Auditor (CISA) Boot Camp

In this course students will perform evaluations of organizational policies, procedures and processes to ensure that an organization's information systems align with overall business goals and objectives. This course is aligned to the objectives established by Information Systems Audit and Control Association (ISACA) for the CISA exam.

Certified Information Security Manager (CISM)

Demonstrate your information security management expertise. The uniquely management-focused CISM certification promotes international security practices and recognizes the individual who manages designs, and oversees and assesses an enterprise's information security.

Course: Certified Information Security Manager (CISM)

Exam: Certified Information Security Manager (CISM)

This course is aligned with objectives established by the Information Systems Audit and Control Association (ISACA) for the CISM exam.

Penetration Testing Track