

## **Board of Trustees Agenda** Attachment May 9, 2017 Approved by DCCC 4/11/2017 NEW PROGRAMS

DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION
Paralegal Studies	Bankruptcy Specialization CertificateThe Bankruptcy Specialization Certificate is designed to preparestudents for employment in a particular and specialized legalenvironment. The focus of the coursework for this certificate isskill building in the areas of legal drafting, communication, anddecision-making, planning, scheduling, refining, and customizinglegal work-product for the bankruptcy legal environment.Emphasis on interpersonal communications, problem-solving,legal analysis, leadership and critical thinking skills is stressed toprepare students for employment. A minimum grade of C isrequired in each course taken. This program is designed forstudents who already possess a paralegal studies certificateawarded by an American Bar Association approved paralegal orlegal studies program or a Juris Doctor degree from anaccredited law school or university. This certificate requires 12units.Program Requirements (12 units)PLEG 204 F Family Law9LEG 205 F Probate, Wills and Trusts3PLEG 206 F Bankruptcy Law and Procedure3PLEG 211 F Real Property Law and Procedures 3Total Units12	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.
Paralegal Studies	Corporate Law/Business Litigation/Workers' CompSpecialization CertificateThe Corporate Law/Business Litigation/Workers' CompSpecialization Certificate is designed to prepare students foremployment in a particular and specialized legal environment.The focus of the coursework for this certificate is skill building inthe areas of legal drafting, communication, decision-making,planning, scheduling, refining, and customizing legal work-product for the corporate law/business litigation/workers' complegal environment. Emphasis on interpersonal communications,problem-solving, legal analysis, leadership and critical thinkingskills is stressed to prepare students for employment. A minimumgrade of C is required in each course taken. This program isdesigned for students who already possess a paralegal studiescertificate awarded by an American Bar Association approvedparalegal or legal studies program or a Juris Doctor degree froman accredited law school or university. This certificate requires 15units.Program Requirements (15 units)UnitsPLEG 213 F Employment and Labor Law3PLEG 214 F Contract Law and Procedure3PLEG 219 F Intellectual Property3BUS 240 F Legal Environment of Business3	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.

	NEW PROGRAMS					
DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION			
	Total Units 15					
Paralegal Studies	Criminal Law Specialization Certificate The Criminal Law Specialization Certificate is designed to prepare students for employment in a particular and specialized legal environment. The focus of the coursework for this certificat is skill building in the areas of legal drafting, communication, decision-making, planning, scheduling, refining, and customizing legal work-product for a particular legal environment. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking skills is stressed to prepare students for employment. A minimum grade of C is required in each course taken. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. This certificate requires 12 units. Program Requirements (12 units) PLEG 203 F Personal Injury 3		New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.			
	PLEG 209 F Criminal Law and Procedures3PLEG 215 F Discovery in Electronic Age3					
	PLEG 226 F Constitutional Law3Total Units12					
Paralegal Studies Paralegal	Family Law/Estate Planning Specialization Certificate   The Family Law/Estate Planning Specialization Certificate is   designed to prepare students for employment in a particular and   specialized legal environment. The focus of the coursework for   this certificate is skill building in the areas of legal drafting,   communication, decision-making, planning, scheduling, refining,   and customizing legal work-product for the family law and estate   planning legal environment. Emphasis on interpersonal   communications, problem-solving, legal analysis, leadership and   critical thinking skills is stressed to prepare students for   employment. A minimum grade of C is required in each course   taken. This program is designed for students who   already possess a paralegal studies certificate awarded by an   American Bar Association approved paralegal or legal studies   program or a Juris Doctor degree from an accredited law school   or university. This certificate requires 15 units.   Program Requirements (15 units) Units   PLEG 204 F Family Law 3   PLEG 211 F Real Property Law and Procedures 3   PLEG 220 F Elder Law 3   PLEG 220 F Elder Law 3   Total Units 15		New Certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.			
Studies	The Legal Studies/Pre-Law Specialization Certificate is designed to prepare students for employment in a legal environment or as a foundation for those who plan on enrolling in law school and who seek to attain a Juris Doctor degree. The focus of the coursework for this certificate is skill building in the basics of various areas of the law and the legal environment of business and will learn to identify the factual situation in which to apply tha law, including analyzing facts, determining which aspects of the law are pertinent, applying the law to those facts, and drawing a conclusion. Emphasis on interpersonal communications, problem-solving, legal analysis, leadership and critical thinking	Fall	designed for students who already possess a paralegal studies certificate awarded by an American Ba Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.			

	NEW PROGRAMS		
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	skills is stressed to prepare students for employment. Studentswho complete this program will have completed the course worktypically taught in the first year of law school. A minimum grade ofC is required in each course taken. This program is designed forstudents who already possess a paralegal studies certificateawarded by an American Bar Association approved paralegal orlegal studies program or a Juris Doctor degree from anaccredited law school or university. This certificate requires 15units.Program Requirements (15 units)UnitsPLEG 203 FPersonal Injury3PLEG 209 FCriminal Law and Procedures 3PLEG 211 FReal Property Law and Procedures 3PLEG 214 FContract Law and ProcedureBUS 245 FBusiness Law I3Total Units15		
Paralegal Studies		2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.
Paralegal Studies	Transactional Law Specialization Certificate	2017 Fall	New certificate. This program is designed for students who already possess a paralegal studies certificate awarded by an American Bar Association approved paralegal or legal studies program or a Juris Doctor degree from an accredited law school or university. Certificates are less than 16 units and only require local approval.

NEW PROGRAMS						
DEGREE	ACTION TAKEN	EFF DATE	JUSTIFICATION			
	PLEG 207 F Computer Assisted Legal Resea	rch3				
	PLEG 214 F Contract Law and Procedure	3				
	Total Units	12				
L			1	1		

	REVISED COURSES						
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION		
*ART 209 F Intermediate Landscape Painting			Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	Fall	Revising course number from ART 191 F to ART 209 F. ART 191 F already exists in curriculum so this recently approved new course will be submitted to the state as ART 209 F.		

	REVISED PROGRAMS							
DEGREE		Program Description	EFF DATE	JUSTIFICATION				
Business	The Internatio students' skills understanding cultures and b each course ta Required Cou BUS 131 F BUS 132 F	Business Skills Certificate nal Business Skills Certificate is designed in doing business internationally, and t g of the nature of globalization and the d business practices. A minimum grade of aken. This certificate requires 9 units. rses (6 units) Principles of International Business Principles of Import/Export om the following for a total of 3 units: International Marketing International Management International Finance International Business Law	o develop an fferences in		Six-Year Review. Classes added: BUS226 (International Finance) Description Updated. Updated CIP code as per crosswalk.			

CURRICULUM UPDATES PROGRAMS						
PROGRAM TITLE	FROM	то	EFF DATE	JUSTIFICATION		
*Advanced Fashion Certificate	Restricted Electives: FASH 045 F <b>2 units</b>	Restricted Electives FASH 045 F <b>1 unit</b>	2017	Program correction to update DCCC and Board agendas. Course is currently 1 unit so this needs to be reflected in the certificate for 2017 catalog. The course is in the approval process for revision to 2 units effective 2018. The certificate will be revised to include this course with 2 units for 2018.		

DELETED PROGRAMS						
DEGREE	EFF DATE	JUSTIFICATION				
Advertising and Graphic Design - Level I Certificate	2017 Fall	Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.				
Advertising and Graphic Design - Level II Certificate		Program deletion. Program is being replaced with Advertising and Graphic Design which is currently at the state for approval.				
Outdoor Recreation and Safety Skills Certificate		Courses in this program are being deleted for lack of interest and low enrollment.				

DELETED COURSES						
COURSE ID	EFF DATE	JUSTIFICATION				
CIS 070 F Current Computer Topics		Six-Year Review. This course is no longer needed. OK TO DELETE and NO PROGRAM IMPACTS				
CIS 120AF Project Management I		Six-year review. Course is being deleted as it is no longer needed. NO PROGRAM IMPACTS.				
MKT 090 F Current Issues in Marketing		Six-Year Review. Course is no longer used and SHELL COURSES are no longer allowed. NO PROGRAM IMPACTS. OK TO DELETE.				
OT 060CF Keyboarding - Speed & Accuracy		Six-Year Review. Entire OT Program/Courses are being deleted. Course is no longer needed. NO PROGRAM IMPACTS				
OT 074 F Saying the Right Thing: Professional Ethics and Gift Giving		This entire OT program/courses is being eliminated. NO PROGRAM IMPACTS. OK TO DELETE.				
RE 090 F Current Issues in Real Estate	Fall	Six-Year Review. This course is being deleted as SHELL courses are no longer used. NO PROGRAM IMPACTS as the NEW RE Sales Certificate is pending state approval and this course was previously removed.				