



# AP&P Agenda

Thursday, April 12, 2018  
 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                  | Cynthia Littlefield, Faculty Division Rep   |
| Bonnie Curry, Faculty Division Rep                   | Mark McGovern, Faculty Division Rep         |
| Riley Dwyer, Academic Dean                           | Alberto Mendoza, Adjunct Rep                |
| Jessica Eaton, Articulation Officer                  | Terry Rezek, Faculty Division Rep           |
| Luis Echeverria, Faculty Division Rep                | Tim Sturm, Faculty Division Rep             |
| Ibrahim Ganley, Faculty Division Rep                 | Bonnie Suderman, Co-chair                   |
| Irit Gat, Faculty Division Rep                       | Deborah Sullivan-Ford, Faculty Division Rep |
| Tooraj Gordi, Faculty Division Rep                   | LaDonna Trimble, Student Services Dean      |
| Richie Neil Hao, Faculty Division Rep                | Les Uhazy, Technical Education Dean         |
| Michael Hutchison, Faculty Division Rep              | Darcy Wiewall, Co-chair                     |
| Scott Lee, Faculty Division Rep/Librarian/DE Liaison |   |

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Meeting Minutes – -4/13/2017 -3/8/2018 -3/22/2018	<i>All</i>	<b><u>Issues Discussed:</u></b>  <b><u>Action Taken:</u></b>  <b><u>Follow Up Items:</u></b>
III. Informational Item – -2017-2018 Meeting Schedule: 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS -Courses due Fall 2018	<i>Darcy</i>	<b><u>Issues Discussed:</u></b>  <b><u>Action Taken:</u></b>  <b><u>Follow Up Items:</u></b>
IV. Discussion -Committee Goals -Goal 2: Calendar -Goal 3: Website/Handbook -Goal 4: Corporate Ed Process	<i>Darcy</i>	<b><u>Issues Discussed:</u></b>  <b><u>Action Taken:</u></b>  <b><u>Follow Up Items:</u></b>
V. Report – -18-19 College Catalog	<i>All</i>	<b><u>Issues Discussed:</u></b>  <b><u>Action Taken:</u></b>  <b><u>Follow Up Items:</u></b>



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<p>VI. Action Item –</p> <p><b>Corporate Community Ed Approval:</b></p> <ul style="list-style-type: none"><li>-Dog Bite Prevention</li><li>-Certificate of Nutrition, Chronic Disease, and Health Promotion</li><li>-Certificate in Food, Nutrition, and Health</li><li>-Explore a Career as an Administrative Medical Assistant</li><li>-Explore a Career as a Pharmacy Technician</li><li>-Medical Spanish Series</li><li>-Certificate in Legal and Ethical Issues in Healthcare</li><li>-Certificate in Infectious Diseases and Infection Control</li><li>-Certificate in Integrative Mental Health</li></ul> <p><b>Additional Approval:</b></p> <ul style="list-style-type: none"><li>-Instructional Material Fee List</li><li>-Discipline List and Minimum Qual</li><li>-CIS 161 Added to AVC GE Area D2</li><li>-Distance Education Definitions</li></ul>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b></p>  <p><b><u>Action Taken:</u></b></p>  <p><b><u>Follow Up Items:</u></b></p>
<p><b>NEXT MEETING DATE:</b> 4/26/18</p>		

# AP&P Agenda Addendum

Thursday, April 12, 2018  
BE 314  
3:00 – 5:30pm

**I. 2018-19 AP&P Deadline – Courses and Programs need to be approved by 11/8/2018 for Fall 2019 inclusion**

- CORs due 2016-2017 academic year – List at the end of the agenda
- CORs due 2017-2018 academic year – List at the end of the agenda
- CORs due 2018-2019 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
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

**II. Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**

1. Jeffrie Ahmad, Faculty Division Rep – *Priscilla Jenison*
2. Bonnie Curry, Faculty Division Rep – *Denise Walker*
3. Riley Dwyer, Academic Dean – *Vacant*
4. Jessica Eaton, Articulation Officer – *Tamira Palmetto-Despain*
5. Luis Echeverria, Faculty Division Rep – *Dietra Jackson*
6. Ibrahim Ganley, Faculty Division Rep – *Cynthia Lehman*
7. Irit Gat, Faculty Division Rep – *Nancy Bednar*
8. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
9. Richie Neil Hao, Faculty Division Rep – *Vacant*
10. Michael Hutchison, Faculty Division Rep – *Debra Dickinson*
11. Scott Lee, Faculty Division Rep/Librarian/DE Liaison – *Carolyn Burrell*
12. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
13. Mark McGovern, Faculty Division Rep – *David Newman*
14. Alberto Mendoza, Adjunct Rep – *Fiorella Chauca*
15. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
16. Tim Sturm, Faculty Division Rep – *Maria Clinton*
17. Bonnie Suderman, Co-chair – *Les Uhazy*
18. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballestero*
19. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
20. Les Uhazy, Technical Education Dean – *Tom O’Neil*
21. Darcy Wiewall, Co-chair – *Mark McGovern*
22. *Position Vacant*, Student Rep – *Vacant*
23. *Position Vacant*, Non-Voting Student Rep – *Vacant*

**III. CSUGE/IGETC Course Designation**

- IGETC
  1. MATH 116 – Area 2A
  2. MUS 111 – Area 3A
  3. PSY 230 – Area 4I
  4. PSY 232 – Area 4I
  5. PSY 244 – Area 4I
  6. SOC 111 – Area 4J
  7. SOC 120 – Area 4J
  8. SPAN 110SS – Area 6A
- UC Transferable
- 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

**IV. 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. Child and Adolescent Development	X				
5. Computer Science	X				Can develop
6. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area

7. Environmental Sciences	X				
8. Film, Television and Electronic Media	X				In Progress
9. Global Studies	X				
10. Hospitality Management	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Law, Public Policy, and Society	X				
13. Nutrition and Dietetics	X				In Progress
14. Public Health Science	X				
15. Social Justice Studies	X				
16. Social Work and Human Services	X				

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

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AG-EH 112L	AGRI 234	CONDITIONAL	11/14/17		
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			Submitted in Curricunet
CIS 111	COMP 122	CONDITIONAL	5/9/2016		Submitted in Curricunet
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 150 MATH 160	MATH 900S	CONDITIONAL	9/2017	Chemistry Mathematics Physics	Submitted
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		

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Career Technical Education</b>					
	AUTO 176			Cannot schedule 17-18	Submitted - Pending Faculty revise program

VII. **2017-2018 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Health and Safety Sciences</b>					
	KIN 100			Cannot schedule 18-19	Submitted – Agenda
	KIN 102			Cannot schedule 18-19	Submitted – Agenda
	KIN 115			Cannot schedule 18-19	Submitted - Agenda
	KIN 140			Cannot schedule 18-19	Submitted - Agenda
<b>Rhetoric &amp; Literacy</b>					
	ESL 053			Cannot schedule 18-19	Submitted – Agenda

**VIII. 2018-2019 Course by Division that need to be revised and submitted to AP&P**

<b>Div</b>	<b>Course</b>
AAH	ART 104, History of Modern and Contemporary Art in the 20th Century
AAH	ART 150, 3-D Design Basics
AAH	ART 216, Life Drawing
AAH	DA 101 Dance Appreciation
AAH	DA 106 Ballroom Dance
AAH	DA 122 Intermediate Ballet
AAH	DA 123 Intermediate Modern Dance
AAH	DA 124 Intermediate Jazz Dance
AAH	DA 125 Intermediate Tap Dance
AAH	DA 202 Advanced Ballet
AAH	DA 203 Advanced Modern Dance
AAH	DA 204 Advanced Jazz Dance
AAH	DA 205 Advanced Tap Dance
AAH	DFST 101 American Sign Language I
AAH	DFST 102 American Sign Language II
AAH	DFST 201 American Sign Language III
AAH	DFST 202 American Sign Language IV
AAH	DM 113 Photoshop I
AAH	DM 113L Photoshop I Lab
AAH	DM 115 Graphic Communications I
AAH	DM 115L Graphic Communications I Lab
AAH	DM 127 Web Design and Production I
AAH	DM 127L Web Design and Production I Lab
AAH	DM 128 Web Design and Production II
AAH	DM 128L Web Design and Production II Lab
AAH	DM 133 Digital Printing I
AAH	DM 133L Digital Printing I Lab
AAH	DM 143 Computer 2-D Animation
AAH	DM 143L Computer 2-D Animation Lab
AAH	DM 145 Computer 3-D Animation
AAH	DM 145L Computer 3-D Animation Lab
AAH	DM 203 Graphic Design II
AAH	DM 203L Graphic Design II Lab
AAH	DM 205 Digital Illustration
AAH	DM 205L Digital Illustration Lab
AAH	DM 206 Video Design and Production II
AAH	DM 206L Video Design and Production II Lab
AAH	DM 213 Photoshop II
AAH	DM 213L Photoshop II Lab
AAH	DM 215 Graphic Communications II
AAH	DM 215L Graphic Communications II Lab
AAH	DM 233 Digital Printing II
AAH	DM 233L Digital Printing II Lab

AAH	DM 246 Portfolio and Job Search
AAH	DM 246L Portfolio and Job Search Lab
AAH	DM 298 Special Studies in Digital Media
AAH	DM 298L Special Studies in Digital Media Lab
AAH	FTV 103 Introduction to Television
AAH	FTV 121 Introduction to Digital Filmmaking
AAH	FTV 155 Film Festival Analysis
AAH	GER 101 Elementary German 1
AAH	GER 102 Elementary German 2
AAH	INT 202 Sign Language Interpreting I
AAH	INT 203 Sign Language Interpreting II
AAH	INT 204 Sign/English Transliteration
AAH	INT 205 Interpreting in Specialized Settings
AAH	INT 206 Introduction to Sign to English Interpreting (Voicing
AAH	MUS 101 Music Appreciation
AAH	MUSC 133 Studio Music Production I
AAH	MUSC 133L Studio Music Production I Lab
AAH	MUSC 134 Studio Music Production II
AAH	MUSC 134L Studio Music Production II Lab
AAH	MUSC 143 Live Sound Reinforcement
AAH	MUSC 233 Studio Music Production III
AAH	MUSC 233L Studio Music Production III Lab
AAH	MUSC 234 Studio Music Production IV
AAH	MUSC 234L Studio Music Production IV Lab
AAH	PHIL 109 World Religion
AAH	PHIL 110 Introduction to Logic
AAH	PHOT 107 History of Photography
AAH	PHOT 213 Life Photography
AAH	PHOT 213L Life Photography Lab
AAH	PHTC 101 Beginning Black and White Photography
AAH	PHTC 101L Beginning Black and White Photography Lab
AAH	PHTC 125 Beginning Digital Photography
AAH	PHTC 125L Beginning Digital Photography Lab
AAH	PHTC 150 Beginning Color Photography
AAH	PHTC 150L Beginning Color Photography Lab
AAH	PHTC 201 Advanced Black and White Photography
AAH	PHTC 201L Advanced Black and White Photography Lab
AAH	PHTC 203 Foundations of Cameras and Composition
AAH	PHTC 203L Foundations of Cameras and Composition Lab
AAH	PHTC 205 Documentary and Photojournalism
AAH	PHTC 205L Documentary and Photojournalism Lab
AAH	PHTC 211 Wedding, Portrait and Event Photography
AAH	PHTC 211L Wedding, Portrait and Event Photography Lab
AAH	PHTC 215 Photography Studio Practices
AAH	PHTC 215L Photography Studio Practices Lab
AAH	PHTC 275 Advanced Digital Photography
AAH	PHTC 275L Advanced Digital Photography Lab

AAH	PHTC 298 Special Studies in Photography
AAH	PHTC 298L Special Studies in Photography Lab
AAH	SPAN 201 Intermediate Spanish I
COUN	HD 103 Career Planning
CTE	ACCT 205, Managerial Accounting
CTE	AUTO 231 Automatic Transmissions (General Motors)
CTE	AUTO 232 Automatic Transmissions (Ford and Chrysler)
CTE	AUTO 277 Electronic Engine Controls-General Motors Systems
CTE	AUTO 278 Electronic Engine Controls-Ford/Chrysler Systems
CTE	BUS 113, Business Communication
CTE	BUS 212 Woman in Organization
CTE	CA 171 Introduction to Networking
CTE	CA 176 Windows Server Networking
CTE	CA 182 Network Security
CTE	CA 183 Security Countermeasures
CTE	CIS 101 Introduction to Computer Information Science
CTE	CIS 141 Introduction to Basic Programming
CTE	CIS 145 Introduction to Visual Basic.Net Programming
CTE	DRFT 130 Architectural Drafting I
CTE	DRFT 240, Electronic Drafting
CTE	ELEC 140 Commercial/Industrial Wiring and Cabling
CTE	ELEC 150 Electrical Maintenance
CTE	ELEC 160 Fundamentals of Motor Control
CTE	ELEC 220 Advanced Motor Control-PLC
CTE	ELEC 250 Electricians Journeyman Review
CTE	ELTE 180 Microprocessor Systems
CTE	ELTE 220 Microprocessor Systems II
CTE	MGT 101 Management Principles
CTE	MKTG 101 Principles of Marketing
HSS	ATH 102L Practical Applications of Athletic Training I Lab
HSS	FTEC 102 (I-200) Basic Incident Command System
HSS	FTEC 111 Fire Protection Organization
HSS	FTEC 112 Fire Prevention Technology
HSS	FTEC 114 Building Construction for Fire Protection
HSS	FTEC 115 Fire Behavior and Combustion
HSS	FTEC 117 Preparing to be a Firefighter
HSS	FTEC 120 (S-212) Wildfire Power Saws
HSS	FTEC 122 Wildland Firefighter
HSS	FTEC 125 Haz Mat First Responder Operations
HSS	FTEC 126 Wildland Fire Behavior
HSS	FTEC 127 Wildland Firefighter Safety and Survival
HSS	FTEC 128 Wildland Fire Operations
HSS	FTEC 129 Wildland Public Information Officer, Prevention and Investigation
HSS	FTEC 130 Wildland Fire Logistics, Finance and Planning
HSS	FTEC 131 (L-280) Followership to Leadership
HSS	FTEC 132 (S-131) Advanced Firefighter Training
HSS	FTEC 137 (S-211) Portable Pumps and Water Use

HSS	FTEC 138 Wildland Engine Firefighter
HSS	FTEC 141 (S-234) Ignition Operations
HSS	FTEC 142 (P-151) Wildfire Origin and Cause Determination
HSS	FTEC 144 (S-230) Single Resource Crew Boss
HSS	FTEC 149 (S-260) Interagency Incident Business Management
HSS	FTEC 150 (S-270) Basic Air Operations
HSS	FTEC 222 Wildland Fire Control
HSS	FTEC 240 Fuel Management and Fire Use
HSS	FTEC 250 (I-300) Intermediate Incident Command System
HSS	FTEC 295A Firefighter 1 Academy Module A
HSS	FTEC 295AL Firefighter 1 Academy Module A Lab
HSS	FTEC 295B Firefighter 1 Academy Module B
HSS	FTEC 295BL Firefighter 1 Academy Module B Lab
HSS	HE 201 Women's Health Issues
HSS	NF 102 Nutrition and Food for Children
HSS	RADT 103 Radiographic Positioning and Procedures I
HSS	RADT 106 Radiographic Clinical Practicum IA
HSS	RADT 107 Radiographic Positioning and Procedures II
HSS	RADT 201 Radiographic Clinical Practicum III
HSS	RADT 202 Radiographic Pathology
HSS	RADT 207 Advanced Radiographic Procedures
HSS	RCP 203 Seminar and Practicum in Respiratory Care I
LIB	LIB 107 Information Literacy
LIB	LIB 110 Introduction to Internet Research
MSE	BIOL 201 General Human Anatomy
MSE	BIOL 202 General Human Physiology
MSE	GEOG 102 Physical Geography: Earth's Weather and Climate
MSE	GEOG 105 Cultural Geography
MSE	GEOG 106 California Geography
MSE	MATH 135, Plane Trigonometry
MSE	MATH 220 Linear Algebra
MSE	PHYS 211 General Physics
PALM	WE 199 Occupational Work Experience
RL	ENGL 102 Critical Thinking and Literature
RL	ENGL 103 Critical Thinking and Research
RL	ENGL 221 American Literature, 1400-1865
RL	ENGL 222 American Literature, 1865-Present
RL	ENGL 225 English Literature, 800-1750
RL	ENGL 227 English Literature, 1750-Present
RL	ENGL 230 World Literature I
RL	ENGL 231 World Literature 2
RL	ENGL 235 Shakespeare: Tragedies and Histories
RL	ENGL 236 Shakespeare: Comedies, Romances and Sonnets
RL	ENGL 240 Studies in Poetry
RL	ENGL 242 Studies in Fiction
RL	ENGL 246 Studies in Drama
RL	ENGL 250 Cross-Cultural Literature in America



RL	ENGL 253 African American Literature
RL	ENGL 256 Hispanic and Latin American Literatures
RL	ENGL 257 Native American Literature
RL	ENGL 259 Gender, Image, and Rhetoric
RL	ENGL 279 Science Fiction and Dystopic Literature
RL	ENGL 299 Special Topics in Literature
RL	ESL 099 Advanced Composition
RL	LAC 098 Math for Nursing
RL	LAC 099 Dosage Calculation
RL	LAC 900 Supervised Tutoring
RL	LAC 901 Supervised Learning Assistance
SBS	AJ 102, Criminal Law
SBS	AJ 110, Terrorism Investigation
SBS	AJ 201, Police in Society
SBS	AJ 204, Juvenile Procedures
SBS	AJ 208 Introduction to Forensic Science
SBS	ANTH 102, Introduction to Cultural Anthropology
SBS	ANTH 130, Field Archaeology in Latin America
SBS	ANTH 140, Introduction to Archaeology
SBS	CFE 109, Supervision and Administration of Childhood Programs I
SBS	CFE 110 Supervision and Administration of Childhood Programs II
SBS	ECON 110 Economics of the Underclass
SBS	ID 220 Designing Residential Interiors
SBS	ID 230 Fundamentals of Lighting Design
SBS	ID 240 Fundamentals of Computer Aided Drafting and Design (CADD)
SBS	ID 250 Professional Interior Design Business Practices
SBS	ID 260 Residential Space Planning
SBS	POLS 120 International Organizations
SBS	POLS 201 Contemporary International Relations
SBS	PSY 200 Introduction to Research Methods in Psychology
SBS	PSY 233 Personal and Social Adjustment
SBS	PSY 234 Abnormal Psychology
SBS	PSY 235 Child Psychology
SBS	PSY 244 Introduction to Counseling
SBS	SOC 111 Issues and concepts in Aging
SBS	SOC 116 Sociology of Gender and Sexuality
SBS	SOC 120 Drugs, Society and Human Behavior

**IX. 2018-2019 Programs by Division that need to be revised and submitted to AP&P**

<b>Program Title</b>	<b>Program Type</b>
Administration of Justice	A.A. Degree
Administrative Medical Assistant	A.S. Degree
Administrative Medical Assistant	Certificate of Achievement:18 or greater semester
Air Conditioning Specialist	A.S. Degree
Air Conditioning Specialist	Certificate of Achievement:18 or greater semester
Air Conditioning-Refrigeration Specialist	A.S. Degree
Air Conditioning-Refrigeration Specialist	Certificate of Achievement:18 or greater semester

Aircraft Airframe	A.S. Degree
Aircraft Airframe	Certificate of Achievement:18 or greater semester
Aircraft Powerplant	A.S. Degree
Aircraft Powerplant	Certificate of Achievement:18 or greater semester
Arts and Humanities	A.A. Degree
Clinical Medical Assistant	A.S. Degree
Clinical Medical Assistant	Certificate of Achievement:18 or greater semester
Commercial Photography	A.A. Degree
Commercial Photography	Certificate of Achievement:18 or greater semester
Computer Animation	A.A. Degree
Computer Animation	Certificate of Achievement:18 or greater semester
CSU General Education	Certificate of Achievement:18 or greater semester
Deaf Studies: American Sign Language	A.A. Degree
Deaf Studies: American Sign Language	Certificate of Achievement:18 or greater semester
Digital Photographic Imaging	A.A. Degree
Digital Photographic Imaging	Certificate of Achievement:18 or greater semester
Digital Printing	A.A. Degree
Digital Printing	Certificate of Achievement:18 or greater semester
Driveability, Emissions, and Electrical	A.S. Degree
Driveability, Emissions, and Electrical	Certificate of Achievement:18 or greater semester
Math and Sciences	A.A. Degree
Mathematics	A.S. Degree
Medical Assistant	A.S. Degree
Medical Assistant	Certificate of Achievement:18 or greater semester
Office Specialist	A.S. Degree
Office Specialist	Certificate of Achievement:18 or greater semester
Office Technology: Administrative Assistant	A.S. Degree
Office Technology: Administrative Assistant	Certificate of Achievement:18 or greater semester
Physical Sciences	A.S. Degree
Respiratory Therapy	A.S. Degree
School-Aged Child Care	A.A. Degree
School-Aged Child Care	Certificate of Achievement:18 or greater semester
Social/Behavioral Sciences	A.A. Degree
Video Design & Production	A.A. Degree
Video Design & Production	Certificate of Achievement:18 or greater semester
Wildland Fire Technology	Certificate of Achievement:18 or greater semester
Wildland Fire Technology	A.S. Degree

**X. Course Deactivations Impact on Other Programs/Courses**  
**A. AUTO 176 – Program revision required**



<h1>AP&amp;P Minutes</h1>	<p>Thursday, April 13, 2017 BE 323 3:00 – 5:30pm</p>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

**Committee Members Present:**  
 Jeffrie Ahmad, Faculty Division Rep  
 Kathleen Ballestero, Proxy Faculty Division Rep  
 Bonnie Curry, Faculty Division Rep  
 Carol Eastin, Articulation Officer  
 Luis Echeverria, Faculty Division Rep  
 Laureano Flores, Technical Education Dean  
 Ibrahim Ganley, Faculty Division Rep  
 Tooraj Gordi, Faculty Division Rep  
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison  
 Cynthia Littlefield, Faculty Division Rep  
 Mark McGovern, Faculty Division Rep  
 Alberto Mendoza, Adjunct Rep  
 Terry Rezek, Faculty Division Rep  
 Tim Sturm, Faculty Division Rep  
 Mary Rose Toll, Faculty Division Rep  
 Les Uhazy, Academic Dean  
 Darcy Wiewall, Co-chair

**Committee Members Absent:**  
 Kerlin Grimaldi Linares, Student Rep  
 Michael Hutchison, Faculty Division Rep  
 Cynthia Lehman, Faculty Division Rep  
 Marjorie Marquez, Student Rep  
 Bonnie Suderman, Co-chair  
 Deborah Sullivan-Ford, Faculty Division Rep  
 LaDonna Trimble, Student Services Dean

**Guests Present:**  
 Tom O’Neil

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:05pm. She welcomed all the members to the meeting.
II. Meeting Minutes – -3/9/2017		<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the minutes as presented for the meeting on 3/9/2017. After a brief review, motion carried with two abstentions: Darcy Wiewall and Les Uhazy.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
III. Informational Item -2016-2017 Meeting Schedule: 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals -Courses due Fall 2017	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall indicated that the meeting on 5/11 will be cut short due to faculty recognition. We will only meet for 45 minutes.</p> <p>Committee members requested an electronic list of courses due this fall term, which will be distributed to the whole campus shortly.</p>



ANTELOPE VALLEY COLLEGE

<p>-Review Duties, Responsibilities and AP&amp;P Process</p>		<p>Mrs. Melissa Jauregui requested all committee members send at least 2 days and times they are available to conduct a 1.5-2 hour workshop on course/program revisions this spring semester.</p> <p>Dr. Wiewall also reminded the committee members of the need to fully review courses when they come to them in CurricUNET. Many courses were returned to faculty when they reached the technical review level to make additional edits to areas that should have been noticed earlier in the approval process. She stressed the importance of catching issues early in the approval process so it is not left to the technical review committee.</p> <p>Dr. Wiewall also reminded faculty that report items typically return to AP&amp;P in a two week period and as such it would be appropriate to solicit input from faculty on the items discussed here via email. Waiting for a division meeting would slow our process down tremendously.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p>IV. Action Item –</p> <ul style="list-style-type: none"> <li>-Distance Education Form</li> <li>-Credit by Exam</li> <li>-Review Checklist</li> <li>-Corporate Community Ed Process Rev</li> </ul> <p>Substantial Course Rev: ELEC 130 (Requisites),</p> <p>Corporate Community Ed: AVSOMC String Academy An Introduction to Voiceovers</p>	<p>All</p>	<p><b><u>Issues Discussed:</u></b> Issues incorporated into the motions below.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the DE form. After a thorough review of the form and report from all AP&amp;P representatives, many changes were requested which included: change question 3 answer Interactive to read Interactive Classroom; potentially remove question 3a and 3c; change question 4 to 4a; change question 4a to 4b; change question 4a, 4b, 5a, and 5b to a certification statement with a checkbox that it is understood. A discussion also occurred regarding the definitions for the four types of DE offerings. Committee members expressed various versions of the definitions they felt would best describe each form of DE offering: Online, Hybrid, Blended, and Remote Classroom. Motion failed pending revision and review of new form along with DETC consideration of new form.</p> <p>A motion was made and seconded to approve the credit by exam list. After a review and report from all AP&amp;P</p>



**ANTELOPE VALLEY COLLEGE**

	<p>representatives, it was requested that music consider adding course to the list for those students who enter the school at a higher level. The AP&amp;P representative, Cindy Littlefield, will discuss with the faculty in the area. Motion carried with the addition of music if faculty agree.</p> <p>A motion was made and seconded to approve the review checklist as presented. After a review of the document and report from all AP&amp;P representatives, it was agreed that the “other” section at the bottom of page two did not need to be added. Motion carried with the removal of the “other possible questions to include” section.</p> <p>A motion was made and seconded to approve the corporate community education process revisions as presented. After a review of the document and report from all AP&amp;P representatives, it was noted that the CTE faculty have concerns with leveled courses coming one at a time that potentially represent a single AVC course when considered all together, as well as the faculty approval in the division needed to be a particular percent of all faculty. After more discussion on the matter it was understood that CCE will be required to submit a biannual report of all course offers to AP&amp;P. This would be the time to double check that leveled courses are not problematic. Also the division would need to consider whether it is appropriate to identify a percent faculty approval rate, it would not be up to AP&amp;P to monitor such an approval rate. It was also requested that the course form submitted to AP&amp;P include a printed name field so AP&amp;P knows who signed the form. It was also asked that the procedure include a timeline allowed for department review which should be 4 weeks. Motion carried with revision.</p> <p>A motion was made and seconded to approve all there courses noted on the agenda: AVC course ELEC 130; CCE courses AVSOMC String Academy and An Introduction to Voiceovers. After a review of each course, no edits or concerns were mentioned. Motion carried by all members present.</p> <p><b><u>Follow Up Items:</u></b> The distance education form will return to the next meeting for final review and approval consideration.</p>
<p><b>NEXT MEETING DATE: 4/27/17</b></p>	<p>The meeting adjourned at 4:45pm. Dr. Darcy Wiewall thanked the committee for their time. She reminded the members of our next meeting on 4/27/2017.</p>



<h1>AP&amp;P Minutes</h1>	<b>Thursday, March 8, 2018</b> <b>BE 314</b> <b>3:00 – 5:30pm</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

<p><b><u>Committee Members Present:</u></b>          Jeffrie Ahmad, Faculty Division Rep          Bonnie Curry, Faculty Division Rep          Riley Dwyer, Technical Education Dean          Jessica Eaton, Articulation Officer          Ibrahim Ganley, Faculty Division Rep          Irit Gat, Faculty Division Rep          Tooraj Gordi, Faculty Division Rep          Richie Neil Hao, Faculty Division Rep          Scott Lee, Faculty Division Rep/Librarian/DE Liaison          Cynthia Littlefield, Faculty Division Rep          Mark McGovern, Faculty Division Rep          Alberto Mendoza, Adjunct Rep          Terry Rezek, Faculty Division Rep          Duane Rumsey, Academic Dean          Tim Sturm, Faculty Division Rep          Bonnie Suderman, Co-chair          Deborah Sullivan-Ford, Faculty Division Rep          Darcy Wiewall, Co-chair</p>	<p><b><u>Committee Members Absent:</u></b>          Luis Echeverria, Faculty Division Rep          Michael Hutchison, Faculty Division Rep          LaDonna Trimble, Student Services Dean          Les Uhazy, Academic Dean</p> <p><b><u>Community Members Present:</u></b>          None</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:06p. She welcomed the committee members to the first meeting of the spring 2018 semester.
II. Meeting Minutes – -11/9/2017 -11/30/2017	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to table both the meeting minutes noted as they are not ready for review. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
III. Informational Item – -2017-2018 Meeting Schedule: 3/22/18, 4/12/18, 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested the committee members to take note of the items listed in the informational section.</p>



## ANTELOPE VALLEY COLLEGE

-Courses due Fall 2018  
-Instructional Material Fee List  
-TOP/CIP/SO/SAM List Changes  
-Discipline List and Minimum Qual  
-Credit by Exam List  
-BIOL 100 Online Removed from  
Course  
-18-19 College Catalog

Courses or programs in the deactivation impact section requires division and discipline faculty attention. Once the issues are resolved the courses and programs can be formally deactivated. Also Dr. Wiewall requested all committee members send Melissa Jauregui and herself two dates that they are free to conduct curriculum workshops this spring semester to assist faculty who are revising curriculum.

Courses and programs due fall 2018 are included in the packet. Faculty Division representatives should work with the faculty in their area to ensure the courses are submitted in curriculum prior to the end of the current spring semester.

The list of courses that have approved instructional material fees should be thoroughly reviewed by discipline faculty as it was recently realized that students were unnecessarily being charged for something they were not receiving in one of our classes. This list will be reviewed for accuracy every year as required by the Chancellor's Office.

TOP/CIP/SO/SAM code changes were compiled as reported in the fall. The attached list will return to the next agenda for formal approval.

Discipline list and minimum qualifications final draft is attached for review. This will return to the next meeting for formal approval.

Credit by Exam List final draft is attached for review. This will return to the next meeting for formal approval.

The faculty in Biology requested that the distance education form for BIOL 100 be removed so that the COR are continue through the approval process. In the fall the DE was reviewed and edits were requested by this committee. Since faculty no longer wish to move forward with the DE, that item will not return to a future meeting.

18-19 College Catalog discipline sections will be shared with the committee in the next day or so. Once received, please share with faculty in your area so that a thorough review may occur. Bring comments, concerns, or questions to our next meeting. Final submission of revisions is expected at the April 12, 2018 meeting.

**Action Taken:**

None.



ANTELOPE VALLEY COLLEGE

		<p><b><u>Follow Up Items:</u></b> Items noted above will return to a future meeting for formal approval.</p>
<p>IV. Discussion -Committee Goals -LAS Degrees</p>		<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested committee members to provide feedback on the listed committee goals:</p> <ol style="list-style-type: none"><li>1. Sub-committee to evaluate the <i>elumen</i> platform;<ul style="list-style-type: none"><li>• make recommendations to the committee to adopt</li><li>• develop training for committee members.</li></ul></li><li>2. Develop AP&amp;P Single-sheet Calendar</li><li>3. Update AP&amp;P website<ul style="list-style-type: none"><li>• Links</li><li>• AP&amp;P Handbook as Live document</li></ul></li><li>4. Sub-committee to look at the Corporate Education Process</li></ol> <p>All members agreed the listed goals were appropriate based on previous discussions. Dr. Wiewall requested committee volunteers who will take the lead on each goal and report back. Dr. Scott Lee agreed to lead on Goal 3 and Dr. Irit Gat agreed to lead on Goal 4 alongside Cathy Hart, Dean over the area.</p> <p>Dr. Bonnie Suderman brought to the committee’s attention an issue that surrounds the LAS degrees. Currently only those courses that are both IGETC and CSU GE approved can appear on these degrees. Over the years, courses have been submitted and approved to be listed on both IGETC and CSU GE however we continue to have trouble finding a faculty member who will lead the charge in revising these degrees to allow those newly approved GE courses be added. As a result, students are completing courses that are part of the IGETC and CSU GE patterns but when they attempt to graduate with a degree in LAS they find the course is not part of the degree.</p> <p>Duane Rumsey, Dean of Arts and Humanities, indicated that Cole McCandless has agreed to lead the updates for the LAS in Arts and Humanities but has reached a wall in the development of PLOs and the methods in which to assess them. As a result, he has not been able to move forward with the program revision.</p> <p>After much discussion, a request was made for Melissa Jauregui to send to Dean Rumsey and Dr. Suderman the</p>





**ANTELOPE VALLEY COLLEGE**

		<p>previously approved PLOs for LAS Social and Behavioral Sciences. Perhaps faculty in the other areas can use them as a guideline for developing general PLOs for the other two LAS degrees. The committee also agreed to allow these degrees to be revised and approved prior to the PLO form approval as long as PLOs are already entered in CurricUNET.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Additional discussion will occur on both items at the next meeting.</p>
V. Action Item – Substantial Course Revision: -ESL 053 Online -ESL 058 Online	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to table the two courses noted. Dr. Scott Lee indicated that the requested edits have not yet been made. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> Noted courses will return to a future agenda for formal approval.</p>
<b>NEXT MEETING DATE:</b> 3/22/18		<p>A motion was made and seconded to adjourn the meeting at 3:09p. Dr. Darcy Wiewall thanked the committee members for their time.</p>



ANTELOPE VALLEY COLLEGE

<h1>AP&amp;P Minutes</h1>	<b>Thursday, March 22, 2018</b> <b>BE 314</b> <b>3:00 – 5:30pm</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

<p><b><u>Committee Members Present:</u></b>          Jeffrie Ahmad, Faculty Division Rep          Bonnie Curry, Faculty Division Rep          Riley Dwyer, Technical Education Dean          Jessica Eaton, Articulation Officer          Luis Echeverria, Faculty Division Rep          Ibrahim Ganley, Faculty Division Rep          Irit Gat, Faculty Division Rep          Tooraj Gordi, Faculty Division Rep          Richie Neil Hao, Faculty Division Rep          Scott Lee, Faculty Division Rep/Librarian/DE Liaison          Cynthia Littlefield, Faculty Division Rep          Mark McGovern, Faculty Division Rep          Alberto Mendoza, Adjunct Rep          Tim Sturm, Faculty Division Rep          Bonnie Suderman, Co-chair          Deborah Sullivan-Ford, Faculty Division Rep          LaDonna Trimble, Student Services Dean          Les Uhazy, Academic Dean          Darcy Wiewall, Co-chair</p>	<p><b><u>Committee Members Absent:</u></b>          Michael Hutchison, Faculty Division Rep          Terry Rezek, Faculty Division Rep</p> <p><b><u>Community Members Present:</u></b>          Susan Lowry          Duane Rumsey</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:09pm and thanked the committee members for attending the meeting. She requested committee members to evaluate their calendars and send an email of their availability to offer a curriculum workshop this spring semester. She also asked the committee members to consider assisting in the offering of a FPD event on TOP/CIP/SO/SAM as this area has been incredibly complicated for all of us to understand.
II. Meeting Minutes – -11/9/2017 -11/30/2017 -3/8/2018	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the meeting minutes for 11/9/2017. After a review of the document, an edit was noted on page 3. Motion carried with edit.</p> <p>A motion was made and seconded to approve the meeting minutes for 11/30/2017. After a review of the document, no edits were noted. Motion carried.</p>



ANTELOPE VALLEY COLLEGE

		<p>A motion was made and seconded to table to meeting minutes for 3/8/2018. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> Meeting minutes for 3/8/2018 will return to the next agenda for approval.</p>
<p>III. Informational Item –</p> <ul style="list-style-type: none"> <li>-2017-2018 Meeting Schedule: 3/22/18, 4/12/18, 4/26/18, 5/10/18</li> <li>-Deactivations Impact AUTO 176 Family Consumer Sciences, AS</li> <li>-Courses due Fall 2018</li> <li>-18-19 College Catalog</li> <li>-CIS 161 Local AVC GE Approval Needed to Support Electrical Engineering (Supporting Discipline Faculty needed)</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall reminded the committee members of our coming meeting schedule, the deadline for Fall 2018 curriculum submissions, and that the draft catalog is due back with edits at our next meeting on 4/12/18.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Items will return to a future meeting as scheduled.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>-Committee Goals</li> <li>-LAS Degrees</li> </ul>		<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested committee members to volunteer to take part in the process for ensure our committee goals are met. She reminded the committee that Goal 2, development of a committee calendar, currently does not have a volunteer assigned. As for Goal 3, website and handbook updates, Dr. Scott Lee had volunteered however he needs help as well. Goal 4, Corporate Ed process improvement, is being handled by Dr. Irit Gat but she could also use help. Dr Suderman announced that Dr. Gat and Ms. Hart met to discuss the issue with Corporate Ed vs. Community Ed. A memo of suggested changes will be sent to the committee for consideration at a future meeting.</p> <p>Dr. Darcy Wiewall opened the discussion on the LAS Degree. She reminded committee members that faculty in each area will be responsible for updating the degrees and creating PLOs. At the last AP&amp;P meeting, the committee agreed to approve the program revision prior to the full development of the Assessment Criteria for the PLOs as that had previously been a point of issue. Mr. Luis Echeverria requested that a statement be added to each degree that allows for substitutions. Dr. Suderman indicated that the deans are aware that the degrees require revision and they are working with faculty.</p> <p><b><u>Action Taken:</u></b> None.</p>



ANTELOPE VALLEY COLLEGE

		<p><b><u>Follow Up Items:</u></b>  These items will return to a future meeting for formal approval or as informational depending on the circumstances.</p>
<p>V. Report –  -Instructional Material Fee List  -Discipline List and Minimum Qual</p>		<p><b><u>Issues Discussed:</u></b>  Dr. Darcy Wiewall requested committee members to report on the Instructional Material Fee document. Dean Trimble stated that new laws for special admit have gone in place and may impact whether we can charge this fee to those students. She will research this issue as it may impact recent MOUs.  The following areas reported:</p> <ul style="list-style-type: none"> <li>• Arts and Humanities: Will report at the next meeting</li> <li>• Library: No changes</li> <li>• Career Tech Ed: No changes</li> <li>• Math/Science: No changes</li> <li>• Health Sciences: RADT 205 removed IMF for many semesters. VN IMFs were recently removed.</li> <li>• Rhetoric Literacy: No changes</li> <li>• Soc and Behavioral Sci: No changes</li> <li>• Counseling: No changes</li> </ul> <p>Dr. Darcy Wiewall requested committee members to report on the Discipline List and Minimum Qualifications.  The following areas reported:</p> <ul style="list-style-type: none"> <li>• Arts and Humanities: Will report at the next meeting</li> <li>• Library: No changes</li> <li>• Career Tech Ed: Will report at the next meeting</li> <li>• Math/Science: No changes</li> <li>• Health Sciences: No changes</li> <li>• Rhetoric Literacy: No changes</li> <li>• Soc and Behavioral Sci: No changes</li> <li>• Counseling: No changes</li> </ul> <p><b><u>Action Taken:</u></b>  None.</p> <p><b><u>Follow Up Items:</u></b>  These two items will return to the next agenda for formal approval.</p>
<p>VI. Action Item –  -TOP/CIP/SO/SAM List Changes  -Credit by Exam List</p> <p>Substantial Course Revision:  -ESL 053 Online</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b>  None.</p> <p><b><u>Action Taken:</u></b></p>



**ANTELOPE VALLEY COLLEGE**

<p>-ESL 058 Online -ACCT 131, Hybrid and Online</p>		<p>A motion was made and seconded to approve the TOP/CIP/SO/SAM list of changes. The committee requested the whole list of courses. Motion carried.</p> <p>A motion was made and seconded to approve the Credit by Exam list. A request was made to correct the spelling of MATH 105. Motion carried with revision.</p> <p>A motion was made and seconded to approve ESL 053 Online and ESL 058 Online. A request was made to correct the 51% question to yes on both courses. Motion carried with one revision.</p> <p>A motion was made and seconded to approve ACCT 131, Hybrid and Online. After a brief review, no edits were requested. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p><b>NEXT MEETING DATE:</b> 4/12/18</p>		<p>A motion was made and seconded to adjourn the 3/22/18 committee meeting at 3:50p. Motion carried.</p>



ANTELOPE VALLEY COLLEGE

Corporate and Community Services Academic Affairs Office COMMUNITY SERVICE OFFERING

Course No. PDTE.1617.007
Course Title: Dog Bite Prevention
Instructor (print): Clark Brown

Division Faculty Review

Faculty Review Signature [Signature] Discipline Psychology Date 02/25/18

Approved [X] Denied Reason KIN Date 2/29/18
Faculty Review Signature [Signature] 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 [Signature] Date 2.22.2018

Approved [X] Denied Reason

Division Dean Signature [Signature] Date 2-20-18

Approved / Denied Reason

C&CS Division Dean Signature [Signature] Date 3/19/18

Approved [check] Denied Reason



**ANTELOPE  
VALLEY  
COLLEGE**

Corporate and  
Community Services

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: PDTE.1617.007

TITLE: Dog Bite Prevention

INSTRUCTOR: Clark Brown

HOURS: 4 hrs. NUMBER OF MEETINGS: 1

ENROLLMENT FEE: \$55 MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: Y N

ENROLLMENT EXPECTED: Min. 5, Max. 40

DESCRIPTION OF OFFERING: Target audience: Adults, 18 years and over. Those who interact with dogs in either their personal life, or as part of their employment.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: No one wants an aggressive dog to bite him or her, and no one wants his or her family pet to injure an innocent person. In order to keep beloved pets, each year more than one million people are legally required to take an animal education class because of a misunderstood or unknown animal-related law they have violated. This course informs participants of the public health issues and costs of dog bites, provides an overview of the laws and penalties concerning dangerous animals, addresses elements of responsible dog ownership, and teaches students safe practices and ways to prevent dog bites. Additionally, you'll learn what to do if you or someone else is bitten by a dog, the actions to take if your dog bites another person, dog bite myths, and ways to ensure that your children interact safely with both your own and strange dogs. By teaching students how to identify potentially hazardous situations, the number of dog attacks minimizes. Thus decreasing insurance claims, worker's compensation payment, liability issues, and the euthanizing of animals.

INSTRUCTOR BIOGRAPHY: Clark Brown has a diverse background in dog training and animal law enforcement. As an Animal Control Officer with the City of Los Angeles Department of Animal Services for almost 20 years, Mr. Brown is an instructor in the training division and for other city departments for dog bite prevention and animal handling. Clark developed the PETS SYNC Education course based on his experience. He has also written *Guide to Responsible Dog Ownership*, *Dog Bite Prevention*.

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



**ANTELOPE VALLEY COLLEGE COMMUNITY SERVICES PROGRAM  
Course & Instructor Information Form**

Course Number		Course Title <i>DOG BITE PREVENTION</i>		
Number of Meetings <i>1</i>	Total Hours <i>4</i>	Course Fee <i>55.00</i>	Material Fee <i>45.00</i>	Class Size <i>40+</i>
<b>TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT</b>				
Target Audience <i>DOG OWNERS</i>		Type of Courses <i>CLASSROOM INSTRUCTION / CERTIFICATE</i>		
<b>PROVIDE A DETAILED COURSE DESCRIPTION</b> Please attach a document that includes the items in the next box. If the course description is already on file, do not submit unless you are updating information.		<ul style="list-style-type: none"> <li>• Target Audience</li> <li>• Pre-Requisites</li> <li>• Detailed Course Outline</li> <li>• Text or Materials Required</li> </ul>		
<b>FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN</b>				

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Health & Science Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
<input checked="" type="checkbox"/>	Class Room			Special Layout	Diagram
	Class Room With Open Space				

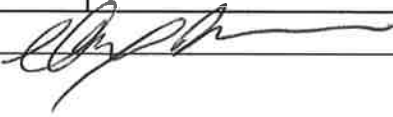
<b>FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS</b>	
(x)	Description or Specifications
	Computer/Software
<input checked="" type="checkbox"/>	Projector/Screen
	Sound Equipment
	Television/VCR
	Other (Describe)

Instructor Name or Contact		Organization	E-mail	
		Antelope Valley College	<i>clarkbrown@avl.com</i>	
Mailing Address		City	State	Zip Code
<i>44305 Honeybee Lane</i>		<i>LANCASTER</i>	<i>CA</i>	<i>93536</i>
Phone Number	Fax Number	Alternate Phone Number		
<i>661-992-5752</i>	<i>661-722-2700</i>	<i>661-7222700</i>		

<b>RELATED EDUCATION (Use Additional Sheet if Necessary)</b>	
Institution	Degree, Certificate, or License

<b>RELATED EXPERIENCE</b>	
Institution	Work Performed (Paid or Voluntary)
	<i>SEE RESUME</i>

<b>INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS</b>			
Institution	City/State	Contact Name	Phone Number

Date:	4-1-17	Instructor or Contractor Signature:	

# CLARK BROWN

## ANIMAL CONTROL OFFICER II

ANIMAL CONTROL OFFICER /  
DOG TRAINER / INNOVATOR  
IN EDUCATION TECHNOLOGY

### CONTACT

44305 Honeybee Lane  
Lancaster, Ca 93536

661-992-5752

clarkbrownca@aol.com

### PETSYNC EDUCATION

#### Course Designer

PETSYNC Education Support and Consulting Services is my brain child that took over five years to develop. As a metropolitan Animal Control Officer and Dog Trainer I've encountered a wide variety of situations with dogs, service workers and the dog loving public throughout my career. In January, 2015 my "Living with a dog in a shared community" e-learning design was named one of the Best 20 e-learning designs in the world. That group included; The U.S. Army, Virgin Atlantic, McDonalds, Lloyds Bank and The New York Times.

• By teaching students how to identify potentially hazardous situations my goal is to minimize the number of dog attacks that result in Insurance claims, worker's compensation payments, liability and the euthanizing of animals. My long term goal is to offer either in-person classes or e-learning courses for dog owners, utility workers, postal carriers, insurance personnel, law enforcement and property management individuals.

### MY GOAL

To use my diverse background in dog training and animal law enforcement to educate a new generation of dog owners and government employees. To utilize the latest in education technology to create new and innovative programs. To help everyday people understand the responsibility that come with dog ownership. To provide government and private industry with the comprehensive education tools necessary to keep workers safe and to restore and maintain public trust while keeping families together, communities safe and industry strong.

### EXPERIENCE

#### Animal Control Officer

NOV 1999 – PRESENT

#### City of Los Angeles Department of Animal Services

My duties include: enforcing State and City ordinances dealing with the care, treatment, licensing, and impounding of animals in an assigned area of the City; pick up sick, injured, stray, vicious or unwanted animals; make humane and dangerous animal investigations, permit inspections, issues citations, and makes arrests; and keeps records and prepares reports which may be used as legal evidence. Testify in legal proceedings. Instructor in the training division and for other city departments for dog bite prevention and animal handling.

#### Dog Trainer

1987 – PRESENT

Trained dog owners professional handlers with puppies and untrained adult dogs to obtain internationally recognized Working Titles and Temperament Test Certifications including: Schutzhund I thru III, WH, BH, AD, IPO I THROUGH III, Canine Good Citizen (CGC) and Temperament Test (TT) titles. Working dog titles earned under my supervision include a wide variety of pure and mixed breed dogs.

- Led several dog and handler teams to earn High in Trial at Regional, National and World Competition appearances.
- Earned a 4th place finish in the 1989 LV DVG America National Schutzhund Championship competitor with one of my own dogs, a Rottweiler named Luger that I raised from a puppy. I am one of the first African American Rottweiler owners to obtain a Schutzhund III title.
- I created Camp Canine Obedience Workshops to teach responsible dog ownership via professional handling skills.
- I mentored several others who went on to become professional trainers, including: Director, Animal Behavior & Training Services for the Society for the Prevention of Cruelty to Animals (SPCALA) Jill Marie O'Brien and two-time Protection Dog Competition World Champion, Domestic and Wild Animal Trainer/Handler Tom Roach of Worldwide Movie Animals.

#### Trained dogs for theatrical purposes (television, movies and commercials), including:

- The Pretender – 20th Century Fox
- The Tonight Show – NBC Studios
- Mafia! – Touchstone Pictures
- Addams Family Reunion – 20th Century Fox
- Wallace – TNT Original Movies
- Bay Watch Nights – All American Television
- Sunset Beach – Spelling Television Inc
- Shark in a Bottle – Atmosphere Films
- Based on an Untrue Story – Fox West Pictures

#### On Camera Appearances:

- On October 26th, 2007, appeared on an episode of The Dog Whisperer.
- Clark Brown has also appeared on several local news programs.
- In The Dog House With Clark Brown (television show pilot based on Clarks experiences.)

#### Celebrity clients include:

- Kirk Cameron
- Rocky Carroll
- Alanis Morissett
- Jim Carrey
- Marcus Miller
- Michael Jackson
- Tamia Washington-Hill
- Sandra Quarterman
- Jenny McCarthy

#### Past and present Dog Club affiliations:

- Member of United Schutzhund Clubs of America's Schutzhund 3 Club
- Co-Founder and past President of the Los Angeles Rottweiler Club
- Former member of and committee chair of the United States Rottweiler Club
- Former member of the American Rottweiler Verein
- Former member of the Golden State Rottweiler Club
- Organized and hosted regional and national conformation shows, working dog trials and training seminars with guest judges and trainers from around the world.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.023

Course Title: Certificate in Nutrition, Chronic Disease, and Health Promotion

Instructor (print): Cyndie Koopsen

Division Faculty Review

[Signature]  
Faculty Review Signature

HSS  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Faculty Review Signature

HSS  
Discipline

3-12-18  
Date

Approved  Denied

Reason \_\_\_\_\_

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Faculty Review Signature

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Discipline

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Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

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Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

[Signature]  
AP&P Representative Signature

3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

3/14/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
C&CS Division Dean Signature

3/20/18  
Date

Approved  Denied

Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

### Academic Affairs Office COMMUNITY SERVICE OFFERING

NUMBER: OLM.D.1617.023

TITLE: Certificate in Nutrition, Chronic Disease, and Health Promotion

INSTRUCTOR: Cyndie Koopsen,

HOURS: 12

NUMBER OF MEETINGS: 7

ENROLLMENT FEE: \$100

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Recommended advisories/pre-requisites/instructor approval:

Course description: Nutrition is a major determinant of health as well as a factor in many common chronic diseases. In this certificate program, you'll gain an understanding the role food and water play in health, and see how making appropriate changes in one's diet can have powerful effects on health throughout life.

You'll examine how the burden of chronic diseases is rapidly increasing worldwide as traditional, largely plant-based diets are being replaced by high-fat, energy-dense diets with a substantial content of animal-based foods.

You'll also explore the relationship between nutrition and disease. Consumers and health-care providers alike must understand this relationship so they can choose quality foods that support optimal health.

This certificate addresses these issues and more and provides a solid foundation of for both health care professionals and those wishing to enter the fields of nutrition, health promotion, and lifestyle and wellness coaching.

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

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

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SPECIAL NEEDS:

Facilities:

Audio/Video: N/A

Other:

Need software installed: N/A

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor YES  
Synchronous Only X  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions 6  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N

## Course Details

(12 contact hours) Nutrition is a major determinant of health as well as a factor in many common chronic diseases. In this certificate program, you'll gain an understanding the role food and water play in health, and see how making appropriate changes in one's diet can have powerful effects on health throughout life. You'll examine how the burden of chronic diseases is rapidly increasing worldwide as traditional, largely plant-based diets are being replaced by high-fat, energy-dense diets with a substantial content of animal-based foods.

You'll also explore the relationship between nutrition and disease. Consumers and health-care providers alike must understand this relationship so they can choose quality foods that support optimal health.

This certificate addresses these issues and more and provides a solid foundation of for both health care professionals and those wishing to enter the fields of nutrition, health promotion, and lifestyle and wellness coaching.

### Program Benefits:

The Nutrition, Chronic Disease, and Health Promotion certificate program offers a multidisciplinary educational experience. Your certificate in Nutrition, Chronic Disease, and Health Promotion will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

### Career Opportunities:

The Nutrition, Chronic Disease, and Health Promotion certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research.

Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

### Curriculum:

The Nutrition, Chronic Disease, and Health Promotion certificate program consists of a total of 7 courses:

- The Politics of Food
- Hunger and Malnutrition
- Genetically Engineered Foods
- Food and Mood: What's the Connection?
- Foodborne Diseases
- How Safe Is Your Water?
- Nutrition, Toxins, and Chronic Disease

### Accreditation

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

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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

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

ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

*This activity is being provided by ALLEGRA Learning Solutions, LLC and jointly provided by Cengage Learning, Inc.*

**Expiration Date: 6-28-2019**

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Cancel



# Certificate in Nutrition, Chronic Disease, and Health Promotion

## Course Details

[Course Summary](#)[Catalog Information](#)*Course Details**Syllabus**Instructor Biography**Requirements*

### **Syllabus**

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

---

Cancel

# Certificate in Nutrition, Chronic Disease, and Health Promotion

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Instructor Biography

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

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

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Cancel

# Certificate in Nutrition, Chronic Disease, and Health Promotion

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

The Certificate in Nutrition, Chronic Disease, and Health Promotion consists of a total of seven lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617-019

Course Title: Certificate in Food, Nutrition, and Health

Instructor: Cyndie Koopsen

Division Faculty Review

[Signature] Faculty Review Signature      HSS Discipline      3/12/18 Date  
Approved  Denied  Reason \_\_\_\_\_

[Signature] Faculty Review Signature      HSS Discipline      3-12-18 Date  
Approved  Denied  Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature      \_\_\_\_\_ Discipline      \_\_\_\_\_ Date  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature      \_\_\_\_\_ Discipline      \_\_\_\_\_ Date  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

[Signature] AP&P Representative Signature      3/15/18 Date  
Approved  Denied  Reason \_\_\_\_\_

[Signature] Division Dean Signature      3/14/18 Date  
Approved  Denied  Reason \_\_\_\_\_

[Signature] C&CS Division Dean Signature      3/20/18 Date  
Approved  Denied  Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLM.D.1617-019

TITLE: Certificate in Food, Nutrition, and Health

INSTRUCTOR: Cyndie Koopsen

HOURS: 16

NUMBER OF MEETINGS: 9

ENROLLMENT FEE: 96

MATERIALS/SUPPLIES FEE: N/A

Text / CDs / DVDs / Handouts

Materials provided for review: N/A

ENROLLMENT EXPECTED: 25

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Recommended advisories/pre-requisites/instructor approval:

Course description: Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Throughout this certificate, you'll become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You'll examine the impact of stress on the body and the health crisis posed by obesity in the U.S. You'll also learn how we can change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs.

Ultimately, you'll gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. This certificate is designed for individuals who are working in the health care field and those who are interested in the topic.

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

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and

evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals.

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SPECIAL NEEDS:

Facilities:

Audio/Video: N/A

Other:

Need software installed: N/A

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor Yes  
Synchronous Only x  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions 9  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N

# Certificate in Food, Nutrition, and Health

## Course Details

[Course Summary](#)
[Catalog Information](#)

### Course Details

[Syllabus](#)
[Instructor Biography](#)
[Requirements](#)
[Student Reviews](#)

### Course Details

**16 contact hours**

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Throughout this certificate, you'll become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You'll examine the impact of stress on the body and the health crisis posed by obesity in the U.S. You'll also learn how we can change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs.

Ultimately, you'll gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. This certificate is designed for individuals who are working in the health care field and those who are interested in the topic.

#### Program Benefits:

The Food, Nutrition, and Health certificate program offers a multidisciplinary educational experience. Your certificate in Food, Nutrition, and Health will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

#### Career Opportunities:

The Food, Nutrition, and Health certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

#### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Curriculum:

The Food, Nutrition, and Health certificate program consists of a total of 9 courses:

- Nutrition and Health - What's the Connection?
- Nutrition, Stress, and Immune Function
- Obesity In America - A Public Health Epidemic
- Current Issues in Nutrition
- Spiritual Nutrition - The Global Consequences of Food Choices
- Food Labels—Deciphering The Mysteries

- Botanicals, Herbs, and Herbalism
- Natural Sweeteners: Healthy Options for Your Sweet Tooth
- Probiotics: Silent Partners in Health

**Accreditation:**

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

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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

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

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11  
This Certificate Program has been endorsed by the American Holistic Nurses Association (AHNA). *Certificate programs are only endorsed by AHNA after a rigorous peer-review process and approval of the AHNA Leadership Council.*

*This activity is being provided by ALLEGRA Learning Solutions, LLC and jointly provided by Cengage Learning, Inc.*

**Expiration Date: 07/11/2019**

**Course Revised July 2016**



# Certificate in Food, Nutrition, and Health

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

# Certificate in Food, Nutrition, and Health

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Instructor Biography

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

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# Certificate in Food, Nutrition, and Health

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Student Reviews

*It was life-changing. I learned so much. It will be so useful in everyday life to make better choices, "to live better and help those around me to live better." Thanks!*

*I am a personal chef, and I intend to pass on the knowledge I learned here to my clientele in order for them to lead a more healthy, happy, prosperous lives. I will certainly remember everything taught on eating organically. I will consider it when grocery shopping and speaking with my clients.*

*I believe the instructors who taught the course were phenomenal. I really enjoyed them in the discussion area and the overall course work as well.*

*I am an early childhood educator, and I am opening my own day home (daycare), so I will apply what I have learned in this course about nutrition and food, not only to my own kids and family, but also to the children in my care. This course had really helped me even more, with all the information I had from before about food and good, healthy eating. I want to thank you for everything, and I am recommending this course to all of my friends. Thank you!*

*This was an amazing course, and I thank the instructors for a well-organized and thorough curriculum.*

*Currently I'm not in a health field but plan to earn a dietary technician certification, and I feel this course provided a good foundation, as well as a means of stimulating my interest in the subject. Thank you, instructors, for a well-written and relevant course that I can also use to support my own personal health goals.*

*As a restaurant manager, I plan on utilizing the information I gained to offer more nutritional and mindful menu choices.*

*As a result of this course, I will advise my patients to maintain a healthy weight by eating right - a mostly plant-based diet - exercising regularly, taking probiotics, and decreasing stress levels in order to live a disease-free, balanced and happy life.*

*I will be able to help guide my clients towards healthier lifestyles through my own understanding of nutrition.*

*When I signed up for this course, my intention was to get an introductory food and nutrition course. This course MORE than met my expectations! The cost was fair and very reasonable, making the material available to a wide range of consumers and professionals. It was surprisingly current and up-to-date. It was surprisingly unbiased. I'm very skeptical that so much nutritional information is provided to consumers today in a very biased manner. There always seems to be an agenda. Blatant claims are made about one food or another or specific food groups that often seem, to me, to be overblown. This course had none of that, and I appreciate the thought and pre-criticism that these two instructors put into the course materials. Thank you for this wonderful class. I'm certain I will refer often to this material!*



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.025

Course Title: Explore a Career as an Administrative Medical Assistant

Instructor (print): Carline Dagleish

  
Faculty Review Signature

Approved  Denied

Division Faculty Review

 3/12/18  
Discipline Date

Reason \_\_\_\_\_

Faculty Review Signature

Discipline

Date

Approved  Denied

Reason \_\_\_\_\_

Faculty Review Signature

Discipline

Date

Approved  Denied

Reason \_\_\_\_\_

Faculty Review Signature

Discipline

Date

Approved  Denied

Reason \_\_\_\_\_

  
AP&P Representative Signature

3/15/18  
Date

Approved  Denied

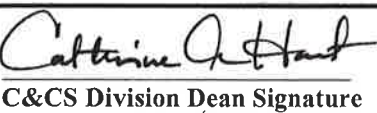
Reason \_\_\_\_\_

  
Division Dean Signature

3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

  
C&CS Division Dean Signature

3/20/18  
Date

Approved  Denied

Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617.025

TITLE: Explore a Career as an Administrative Medical Assistant

INSTRUCTOR: Carline Dagleish

HOURS: 24

NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$100

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

DESCRIPTION OF OFFERING: Target audience:  
Recommended advisories/pre-requisites/instructor approval:

Course description: Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare.

In this course, you'll master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you'll discover how to create, maintain, and file medical charts. You'll also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

After that, we'll go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, we'll explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You'll also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis.

Finally, we'll delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

If you're organized, you're a "people person," and you're interested in a secure job in the healthcare field, a career as an administrative medical assistant may be just what you're looking for. This course will set you on the path to that career and help you determine which aspect of medical information management—from patient contact to billing and coding—suits you best.

INSTRUCTOR BIOGRAPHY: Carline Dagleish has worked in healthcare administration and education for more than 30 years, starting as a file clerk in the Army/Air Force American Hospital in Nuremberg, Germany on a work-study program. She began her career on the clinical side of healthcare as a licensed vocational nurse (LVN) and emergency medical technician (EMT), but she soon gravitated

toward the administrative medical management side—specializing in medical billing and coding, health information management, and HIPAA. She has two bachelor's degrees and a master's degree and is a registered health information administrator (RHIA). She is an AHIMA-approved ICD-10-CM/PCS trainer and the author of several comprehensive ICD-10 training textbooks. She has taught a variety of healthcare administration courses and owns an education services company.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor Yes \_\_\_\_\_  
Synchronous Only X  
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

# Explore a Career as an Administrative Medical Assistant

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Course Details

Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare.

In this course, you'll master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you'll discover how to create, maintain, and file medical charts. You'll also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

After that, we'll go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, we'll explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You'll also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis.

Finally, we'll delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

If you're organized, you're a "people person," and you're interested in a secure job in the healthcare field, a career as an administrative medical assistant may be just what you're looking for. This course will set you on the path to that career and help you determine which aspect of medical information management—from patient contact to billing and coding—suits you best.

**Course Revised March 2014**

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### Syllabus

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All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

#### *Week One*

##### **Lesson 01 - The Medical Office and Administrative Medical Assistant**

*Wednesday*

Looking for a fun, challenging job that's always in demand? If so, AMA (administrative medical assisting) may be just the field for you! In this lesson, we'll look at the exciting job opportunities for AMAs, the variety of careers they can choose from, and the different settings where they can work.

##### **Lesson 02 - Ethics, the Law, and HIPAA**

*Friday*

The law and medicine go hand-in-hand—so today we'll look at the laws you'll want to know if you become an AMA. We'll cover everything from contracts to malpractice, and delve into HIPAA (a federal act that affects everyone in the health care field). In addition, we'll take a quick peek at ethics and medical office etiquette.

#### *Week Two*

##### **Lesson 03 - Computers and Office Equipment**

*Wednesday*

Today we'll explore the office equipment and computer hardware you're likely to use as an AMA. In addition, we'll delve into software—both standard office programs and the specialized software we use in the field of medical information management.

##### **Lesson 04 - Filing Processes and Equipment**

*Friday*

If you think filing is a bore, this lesson will change your mind. You'll discover what the rainbow of colored stickers on a medical file means, and you'll even practice creating a patient chart yourself. You'll also find out why medical offices love lateral files, and you'll master the tricky rules of alphabetizing. (Yes, it's more challenging than it looks!)

#### *Week Three*

##### **Lesson 05 - Records Management**

*Wednesday*

Now that you're an expert on the outside of a patient chart, it's time to look inside. Today you'll find out which forms go in a medical record, and just where you'll put each one. In addition, you'll learn about two styles of note-taking: SOAP and CHEDDAR. And finally, you'll delve into the topic of medical record audits and find out the legal way to correct a patient's chart.

##### **Lesson 06 - Appointment Scheduling, Check-In, and Check-Out**

*Friday*

It's time to introduce the star of our show: the patient. Today you'll learn everything about what we call a *patient encounter*. We'll start by talking about the phone skills you can use to make appointments, handle questions, and soothe angry callers. Next, we'll flip open the appointment book and explore the tricks for scheduling



patients easily and efficiently. And finally, we'll follow a patient's visit from start to finish, and see how many tasks an AMA does during that appointment.

### *Week Four*

#### **Lesson 07 - Reception Area Tasks and Communication Skills**

##### ***Wednesday***

We'll start this lesson in the waiting room, where you'll learn more about the tasks a receptionist handles—from opening and closing a medical office to keeping the reception area ship-shape. After that, we'll talk about some barriers to communicating effectively with patients, and you'll discover ways to overcome them. We'll end our lesson by looking at one of the fun and creative jobs that AMAs do: creating informational brochures and teaching aids.

#### **Lesson 08 - Medical Insurance Basics**

##### ***Friday***

Medicare, Medicaid, managed care, commercial insurance—what does it all mean? In today's lesson, you'll find out! First, you'll learn the meaning of terms like *managed care*, *capitation*, and *fee-for-service*. Next, we'll explore government programs like Medicare, Medicaid, Workers' Compensation, and TRICARE. By the time you're done, you'll have a good feel for the many types of insurance an AMA handles every day.

### *Week Five*

#### **Lesson 09 - The Medical Insurance Claim Form**

##### ***Wednesday***

Did you ever study an insurance claim form? If so, you know it contains dozens of mysterious questions and checkboxes. Well, today you'll come face-to-face with one of these claim forms—and conquer it. By the end of our lesson, you'll know how to fill in each field of the CMS-1500 claim form. In fact, you'll even get to try it yourself!

#### **Lesson 10 - Diagnostic Coding**

##### ***Friday***

Medical coding is a hot field for AMAs, so it's a great specialty if you're looking for job security. In today's lesson, we'll take a quick look at diagnostic coding and see why it's both fun and challenging. We'll take a tour through the ICD-10-CM, talk about the detective work involved in abstracting a diagnostic statement, and explore the steps of coding a diagnosis.

### *Week Six*

#### **Lesson 11 - Procedural Coding**

##### ***Wednesday***

We'll finish up our tour of medical coding today with an overview of procedural coding. First, you'll learn all about a manual called the CPT and discover how to use it to code everything from surgeries to X-rays to acupuncture. After that, we'll examine a second manual called the HCPCS ("hix-pix"), which contains codes for ambulances, root canals, and much more. We'll also delve into anesthesia coding, a tricky but rewarding sub-specialty.

#### **Lesson 12 - The Business Office**

##### ***Friday***

In our final lesson, we'll visit the business office and talk about how AMAs keep track of the money coming in and going out. In addition, we'll look at inventory control and supply ordering—two crucial jobs that help keep a medical office running smoothly. Finally, we'll talk about managing a payroll and investigate several jobs that fall under the umbrella of human resources.

# Explore a Career as an Administrative Medical Assistant

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Instructor Biography

Carline Dagleish has worked in healthcare administration and education for more than 30 years, starting as a file clerk in the Army/Air Force American Hospital in Nuremberg, Germany on a work-study program. She began her career on the clinical side of healthcare as a licensed vocational nurse (LVN) and emergency medical technician (EMT), but she soon gravitated toward the administrative medical management side—specializing in medical billing and coding, health information management, and HIPAA. She has two bachelor's degrees and a master's degree and is a registered health information administrator (RHIA). She is an AHIMA-approved ICD-10-CM/PCS trainer and the author of several comprehensive ICD-10 training textbooks. She has taught a variety of healthcare administration courses and owns an education services company.

# Explore a Career as an Administrative Medical Assistant

## Course Details

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### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

# Explore a Career as an Administrative Medical Assistant

## Course Details

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### Student Reviews

*I learned a lot and the experience was great! Ms. Dalgleish was professional, informative, and encouraging. She was also very kind in her assessments. There were a couple of funny moments as well. In any event, thank you so very much.*

*All in all this course is great and convenient for me, as I work two jobs and I'm far from a school that offers this kind of course. This is a great stepping stone for me to enter the healthcare field. I'm looking forward to applying what I learned and to learn more about being an AMA.*

*I am so happy that I took this class! I enjoyed each lesson and learned so much. I found the AMA job to be a good fit because of my background being a secretary...I am so excited to have found something I'm interested in. Thank you for teaching this class. It was wonderful!*

*An awesome course! I'm very happy I decided to take this course. I've been at the same job for almost 10 years now and it is time for a change. This course really opened my eyes to what an AMA's job can look like on a daily basis.*

*I consider myself fortunate to have been given the opportunity to learn about the administrative side of medicine by taking this course. You did a great job of describing the nature of the work of an Administrative Medical Assistant. I would highly recommend this class to anyone who wishes to understand the business side of medicine.*

*This class was very informative and gives a good introduction to the field. I also appreciated that the information was given in a straight forward manner. Thank you.*

*I have really enjoyed taking this class. It has introduced me to the world of an AMA, and all the duties they may be exposed to...I am so glad that this class was offered online. I am interested in taking more of these classes...I think the instructor has done a great job covering every aspect of AMA. We covered a lot of very useful material in this class and I wouldn't change a thing. I would highly recommend this class to anyone that is thinking of entering the medical field.*

*I would like to take this time out to express how much I enjoyed this class. Ms. Dalgleish is an amazing instructor who took the time out to make our learning experience enjoyable as well as educational. She is truly amazing...The resources for us to refer back to is an awesome thing to carry around for future references...Thank you so much, Ms. Dalgleish!*

*This course has been wonderful, it covers a lot of information in a very efficient manner. Ms. Dalgleish demonstrates a mastery of the subject. She imparts her knowledge in a very simple and friendly way, not to mention her appropriate use of the English language. I have learned a variety of new information not just about AMAs, but about how the medical office and the healthcare system function. It was insightful indeed.*

*First of all, thank you for giving us such in-depth knowledge of AMA in such a short time. I have always enjoyed your classes. Sometimes the information seems to be a lot but slowly we realize that all of it is important and very useful making the course more than exploring a particular career. Thank you once again for all the effort you have taken to make it so informative and easy to understand.*

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ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.024

Course Title: Explore a Career as a Pharmacy Technician

Instructor (print): Cyndie Koopsen

Division Faculty Review

[Signature] Nursing (HS) 3/12/18  
 Faculty Review Signature Discipline Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] Nursing 3-12-18  
 Faculty Review Signature Discipline Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] nursing 3/12/18  
 Faculty Review Signature Discipline Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] nursing 3/12/18  
 Faculty Review Signature Discipline Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] 3/15/18  
 AP&P Representative Signature Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] 3/15/18  
 Division Dean Signature Date  
 Approved  Denied  Reason \_\_\_\_\_

[Signature] 3/20/18  
 C&CS Division Dean Signature Date  
 Approved  Denied  Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

### Academic Affairs Office COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617.024

TITLE: Explore a Career as a Pharmacy Technician

INSTRUCTOR: Lorraine Zentz

HOURS: 20

NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$100

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

DESCRIPTION OF OFFERING: Target audience:

Recommended advisories/pre-requisites/instructor approval:

Course description: Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you'll take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you'll master the skills you need to get an entry-level position as a pharmacy tech or clerk.

You'll start by learning basic terms for medical conditions and anatomy, gaining the skills you'll need to read prescriptions and patient records easily. In addition, you'll find out how common classes of drugs are made and how they work.

Next, you'll master the simple math that every pharmacy tech needs to know. You'll learn how to calculate dosages accurately, practice using simple formulas and math tools, and find out how to translate metric measurements into familiar household measures like teaspoons and tablespoons. Turning to the business side, you'll look at sales and find out how prescription pricing works.

In addition, you'll learn about the important laws and regulations that govern pharmacies. You'll also hone your communication skills, learning how to handle customers courteously and efficiently. And finally, you'll explore the steps you can take to enhance your career prospects becoming a Certified Pharmacy Technician (CPhT). By the time you're done, you'll be prepared to start your career in this popular and rapidly-growing field.

INSTRUCTOR BIOGRAPHY: Lorraine Zentz has been a pharmacy technician since 1981. She currently works at a hospital pharmacy and has worked in all pharmacy areas (retail, home health, hospital, oncology, and training/education) during her pharmacy career. Lorraine received her bachelor's degree in biology with a minor in chemistry, and her master's degree in education with an emphasis in curriculum and instruction (the design and implementation of educational materials). She also completed her doctorate studies in adult education. She has held the positions of Colorado State Coordinator for NPTA and Chairman of the Colorado Pharmacist Society Technician Academy and has been certified since 1985. In

2004, she was the recipient of the Outstanding Leadership Award and was also named Technician of the Year for the state of Colorado. Lorraine conducts continuing education programs for technicians throughout Colorado and nationally at the annual NPTA convention.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video: N/A

Other:

Need software installed: N/A

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_Yes\_\_\_\_\_  
Synchronous Only \_\_X\_\_\_\_\_  
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



# Explore a Career as a Pharmacy Technician

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

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**Note:** *This course is designed to give you an introduction to the profession of pharmacy technician. It will not supply enough information to sit for the national exam. If your goal is to become a Certified Pharmacy Technician (CPhT), then upon completion of this introductory course, enrollment into the advanced course is recommended. The advanced course is located in the online Career Training section of the ed2go catalog: <http://www.ed2go.com/career/training-programs/pharmacy-technician>.*

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#### Week One

##### Lesson 01 - What Is a Pharmacy Technician?

*Wednesday*

In this first lesson, you'll discover what it is that pharmacy technicians actually do. You'll explore the various types of pharmacies a technician can work in—there is so much more than retail stores and hospitals. We'll talk about the education and skills pharmacists expect to see in a good technician. By the end of this lesson, you'll realize the many different paths that a technician can take for a successful and rewarding career in the profession of pharmacy.

##### Lesson 02 - Let's Talk Pharmacology

*Friday*

In our second lesson, I'll give you an overview of the science called *pharmacology*. We'll discuss the variety of ways drugs enter the human body, and we'll explore how those drugs work once they get inside. You'll also learn how drugs can cause a positive or negative effect. A pharmacy technician who has this basic knowledge is a great asset to the pharmacist.

#### Week Two

##### Lesson 03 - Understanding Pharmacy Rules and Regulations

*Wednesday*

In today's lesson, we'll walk through the major laws that dictate how pharmacies operate. I know this topic might sound like it could be a little dry, but it's more interesting than you think, and it's important that pharmacy technicians understand their boundaries. We'll only cover federal laws in this course, even though some states may have different statutes. We'll review the difference between the various narcotic classes, along with some examples for each one. We'll also discuss the importance of confidentiality and the penalties for violating this very important law. By the end of this third lesson, you should have an even bigger picture of what pharmacy is about and how important it is to be a very conscientious, detail-oriented person.

##### Lesson 04 - A Look Inside a Working Pharmacy

*Friday*

In this lesson, we'll go through a typical day in both a retail pharmacy and a hospital pharmacy, identifying both their similarities and their differences. When you finish this lesson, you might already have a good idea about which type of pharmacy technician you'd like to become.

#### Week Three

##### Lesson 05 - What Do All These Medical Words Mean?

*Wednesday*

Medical terminology seems like a foreign language. But, by learning about each part of the word, you can better figure out its meaning. In today's lesson, we'll explore the meanings of the root words, prefixes, and suffixes that make up most medical terms,

and then we'll practice using our knowledge of the smaller components to determine what the whole word means. Abbreviations are also a big part of medical terminology, so we'll spend some time reviewing some of the more common ones used in our profession.

### **Lesson 06 - Anti-Infectives: The Drugs That Kill the Bugs**

*Friday*

Today, we'll venture through some of the most common antibiotics, antifungals, and antivirals, and for each category, I'll give you an example or two of a patient taking that drug so that we can discuss what it is and gain a better understanding of why the doctor prescribed it.

### *Week Four*

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### **Lesson 07 - Your Core: Heart, Lungs, and Stomach**

*Wednesday*

In this lesson, we'll discuss some of the common drugs that doctors prescribe for high blood pressure and prevention of heart attacks. We'll also go over respiratory drugs, including asthma medicines and a variety of cough and cold agents. And, we'll discuss some of the drugs you might use to help with various stomach discomforts, like heartburn, diarrhea, and constipation.

### **Lesson 08 - The Central Nervous System: Pain and Brain Drugs**

*Friday*

Today, we'll take a look at some drugs that control pain. We'll explore some of the narcotic drugs, migraine medications, and the common pain relievers that customers can buy over the counter or obtain through a prescription. We'll also spend some time going over drugs that doctors prescribe for seizures, ADD/ADHD, and Alzheimer's disease.

### *Week Five*

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### **Lesson 09 - Hormones, Eyes, and Ears**

*Wednesday*

In this lesson, we'll dive into the world of hormones. We'll discuss drugs that doctors prescribe to treat the thyroid, control diabetes, and provide birth control. We'll also look at some common drugs that patients use for eye infections—things like eye drops and ointments. Ear infections also require medications, so we'll talk about some of those, too.

### **Lesson 10 - Let's Do a Little Math**

*Friday*

Next, we'll take a journey through the metric and apothecary systems of measurements as we discuss how we use math in the world of pharmacy. We'll begin by practicing some common conversions and calculating some dosages for prescriptions. We'll also venture into some hospital math to learn how to determine IV flow rates. The last thing we'll cover will be a little business math. It'll be helpful for you to know how to calculate the prescription price and how to figure out how much money an insurance company will reimburse the pharmacy.

### *Week Six*

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### **Lesson 11 - Communication**

*Wednesday*

Today, we'll discuss the many ways we communicate in pharmacy. We'll talk about how to communicate with our fellow employees and other professionals, and we'll go over all the dos and don'ts of talking with customers.

### **Lesson 12 - Future of Pharmacy Technicians**

*Friday*

In this lesson, we'll explore the outlook for a career as a pharmacy technician. We'll also revisit the key points you've studied on this journey toward becoming a pharmacy technician, and I'll share with you the next steps to take after you complete this course.

# Explore a Career as a Pharmacy Technician

## Course Details

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### Instructor Biography

**Lorraine Zentz** has been a pharmacy technician since 1981. She currently works at a hospital pharmacy and has worked in all pharmacy areas (retail, home health, hospital, oncology, and training/education) during her pharmacy career. Lorraine received her bachelor's degree in biology with a minor in chemistry, and her master's degree in education with an emphasis in curriculum and instruction (the design and implementation of educational materials). She also completed her doctorate studies in adult education. She has held the positions of Colorado State Coordinator for NPTA and Chairman of the Colorado Pharmacist Society Technician Academy and has been certified since 1985. In 2004, she was the recipient of the Outstanding Leadership Award and was also named Technician of the Year for the state of Colorado. Lorraine conducts continuing education programs for technicians throughout Colorado and nationally at the annual NPTA convention.

# Explore a Career as a Pharmacy Technician

## Course Details

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### Student Reviews

*I really loved this course and I'm sorry its over. I can't wait to advance my education in this area. Thank you so much.*

*I took this course to see if my daughter, who is in high school, would like to get into this field - she had a strong background in chemistry and math. I think she would be perfect. Thanks for all your help!*

*This course was exactly what I needed to show me that being a pharmacy technician is the career I want to pursue.*

*I enjoyed this course. I look forward to taking the advanced pharmacy career training course. Thanks!*

*I really enjoyed this course and would recommend it to anyone who is interested in a career in pharmacy. It was very informative!*

*Thanks, I loved your course !!! You are a great instructor and answered all of our questions and concerns in a very professional and rapid manner.*

*This course was very helpful. I wasn't exactly sure what a pharmacy technician's role was, but after completeing this class, I fully understand. It is more than I thought it would be. The lessons, assignments, and instructor were extremely helpful. I would indeed take another course with this instructor. Good Job!*

# Explore a Career as a Pharmacy Technician

## Course Details

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### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at [Adobe.com](http://adobe.com) .)

**Note:** This course is designed to give you an introduction to the profession of pharmacy technician. It will not supply enough information to sit for the national exam. If your goal is to become a Certified Pharmacy Technician (CPhT), then upon completion of this introductory course, enrollment into the advanced course is recommended. The advanced course is located in the online Career Training section of the ed2go catalog: <http://www.ed2go.com/career/training-programs/pharmacy-technician>.



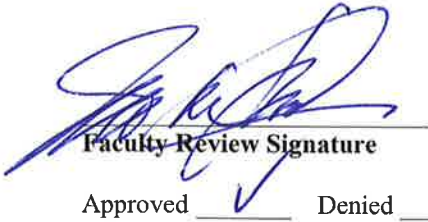
**ANTELOPE VALLEY COLLEGE**

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.030

Course Title: Medical Spanish Series

Instructor (print): Tara Bradley Williams

  
Faculty Review Signature

**Division Faculty Review**

  
Discipline

  
Date

Approved  Denied  Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature Discipline Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature Discipline Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature Discipline Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

  
AP&P Representative Signature Date 

Approved  Denied  Reason \_\_\_\_\_

  
Division Dean Signature Date 

Approved  Denied  Reason \_\_\_\_\_

  
C&CS Division Dean Signature Date 

Approved  Denied  Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617.030

TITLE: Medical Spanish Series

INSTRUCTOR: Tara Bradley Williams

HOURS: 48

NUMBER OF MEETINGS: 6

ENROLLMENT FEE: \$174

MATERIALS/SUPPLIES FEE: NA

Text / CDs / DVDs / Handouts

Materials provided for review: N

ENROLLMENT EXPECTED: 26

DESCRIPTION OF OFFERING: Target audience:  
Recommended advisories/pre-requisites/instructor approval:

### Course description: Spanish for Medical Professionals I

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

### Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. And, if you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills.

Series bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Series bundles.

**INSTRUCTOR BIOGRAPHY:** Tara Bradley Williams has authored several Spanish textbooks and occupational Spanish reference guides, including the "¡A Conversar!" and "¡A Trabajar!" series. She taught Spanish and English as a Second Language at the high school and community college levels for over 10 years. She has also operated a Spanish language school and served as a medical interpreter. Tara has BA degrees in Spanish and Sociology from St. Norbert College and an MA in Higher Education and Adult Studies from the University of Denver. She has studied Spanish at the Universidad de Ortega y Gasset in Toledo, Spain and has lived and traveled extensively in Spain and Latin America.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:



Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_\_\_  
Synchronous Only   X    
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

# Medical Spanish Series

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Requirements](#)[Instructor Bio](#)

### Course Details

#### Spanish for Medical Professionals I

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

#### Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. And, if you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills.

*Series bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Series bundles.*

# Medical Spanish Series

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Requirements](#)[Instructor Bio](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - Mozilla Firefox
  - Microsoft Internet Explorer (9.0 or above)
  - Google Chrome
  - Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

# Medical Spanish Series

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Requirements](#)[Instructor Bio](#)

### Instructor Bio

**Tara Bradley Williams** has authored several Spanish textbooks and occupational Spanish reference guides, including the "¡A Conversar!" and "¡A Trabajar!" series. She taught Spanish and English as a Second Language at the high school and community college levels for over 10 years. She has also operated a Spanish language school and served as a medical interpreter. Tara has BA degrees in Spanish and Sociology from St. Norbert College and an MA in Higher Education and Adult Studies from the University of Denver. She has studied Spanish at the Universidad de Ortega y Gasset in Toledo, Spain and has lived and traveled extensively in Spain and Latin America.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.022

Course Title: Certificate in Legal and Ethical Issues in Healthcare

Instructor (print): Cyndie Koopsen,

Division Faculty Review

Wendy Hardy  
Faculty Review Signature  
Approved  Denied

Nursing  
Discipline  
Reason \_\_\_\_\_

3/12/18  
Date

Boutney Whipple  
Faculty Review Signature  
Approved  Denied

Nursing  
Discipline  
Reason \_\_\_\_\_

3/12/18  
Date

L. Denise Walker  
Faculty Review Signature  
Approved  Denied

Nursing  
Discipline  
Reason \_\_\_\_\_

3/12/18  
Date

Bonnie Curry  
Faculty Review Signature  
Approved  Denied

Nursing  
Discipline  
Reason \_\_\_\_\_

3/15/18  
Date

Bonnie Curry  
AP&P Representative Signature  
Approved  Denied

3/15/18  
Date  
Reason \_\_\_\_\_

[Signature]  
Division Dean Signature  
Approved  Denied

3/15/18  
Date  
Reason \_\_\_\_\_

Catherine Hanks  
C&CS Division Dean Signature  
Approved  Denied

3/20/18  
Date  
Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLM.D.1617-022

TITLE: Certificate in Legal and Ethical Issues in Healthcare

INSTRUCTOR: Cyndie Koopsen,

HOURS: 12

NUMBER OF MEETINGS: 8

ENROLLMENT FEE: \$72

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Recommended advisories/pre-requisites/instructor approval:

Course description: Healthcare professionals face ethical and legal dilemmas every day of their professional lives. In this certificate, you'll explore the legal and ethical risks that result from factors in the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology.

The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. You'll examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. You'll also explore how the rise of social media has impacted the healthcare industry.

By the end of the program, you'll have a solid grasp of crucial topics in the healthcare industry that are important to anyone working in the medical field.

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

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

These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.

SPECIAL NEEDS: N/A

Facilities:

Audio/Video: N/A

Other:

Need software installed: N/A

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor Yes \_\_\_\_\_  
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

# Certificate in Legal and Ethical Issues in Healthcare

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Course Details

(12 contact hours) Healthcare professionals face ethical and legal dilemmas every day of their professional lives. In this certificate, you'll explore the legal and ethical risks that result from factors in the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology. The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. You'll examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. You'll also explore how the rise of social media has impacted the healthcare industry.

By the end of the program, you'll have a solid grasp of crucial topics in the healthcare industry that are important to anyone working in the medical field.

#### Program Benefits:

The Legal and Ethical Issues in Healthcare certificate program offers a multidisciplinary educational experience. Your certificate in Legal and Ethical Issues in Healthcare will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

#### Career Opportunities:

The Legal and Ethical Issues in Healthcare certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

#### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Curriculum:

The Legal and Ethical Issues in Healthcare certificate program consists of a total of 8 courses:

- Legal Issues in Healthcare
- Ethical Foundations in Healthcare
- Contemporary Ethical Dilemmas in Healthcare
- HIPAA and Patient Privacy
- Medication Errors
- Social Media and Healthcare
- Organ and Tissue Donation and Recovery
- Workplace Violence in Healthcare



**Accreditation:**

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

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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

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

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

ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

This Certificate Program has been endorsed by the American Holistic Nurses Association (AHNA). Certificate programs are only endorsed by AHNA after a rigorous peer-review process and approval of the AHNA Leadership Council.

This activity is being provided by ALLEGRA Learning Solutions, LLC and *jointly provided by Cengage Learning, Inc.*

**Expiration Date: 01/10/2017**

# Certificate in Legal and Ethical Issues in Healthcare

## Course Details

[Course Summary](#)[Catalog Information](#)

*Course Details*

*Syllabus*

*Instructor Biography*

*Requirements*

### **Syllabus**

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

# Certificate in Legal and Ethical Issues in Healthcare

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Instructor Biography

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

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

These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.

# Certificate in Legal and Ethical Issues in Healthcare

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

The Certificate in Legal and Ethical Issues in Healthcare consists of a total of eight lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.020

Course Title: Certificate in Infectious Diseases and Infection Control

Instructor (print): Cyndie Koopsen

Division Faculty Review

Wendy Long  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Courtney Whipple  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

V. Beatty  
Faculty Review Signature

Nursing  
Discipline

3-12-18  
Date

Approved  Denied

Reason \_\_\_\_\_

V. Beatty  
Faculty Review Signature

Nursing  
Discipline

3/12/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Bonnie Cuy  
AP&P Representative Signature

APU 3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

3/15/18  
Date

Approved  Denied

Reason \_\_\_\_\_

Catherine A. Hank  
C&CS Division Dean Signature

3/20/18  
Date

Approved  Denied

Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617-020

TITLE: Certificate in Infectious Diseases and Infection Control

INSTRUCTOR: Cyndie Koopsen

HOURS: 13

NUMBER OF MEETINGS: 9

ENROLLMENT FEE: \$78

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Recommended advisories/pre-requisites/instructor approval:

Course description: Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

This certificate program offers insights into infectious diseases that are essential for medical professionals. The program begins by examining basic techniques and procedures for preventing the transmission of infectious disease. Then you'll take a closer look at some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDS, zoonoses (diseases that are spread from pets to people), and tickborne diseases. The program concludes with an examination of emerging global infectious diseases (EIDs), which threaten individuals, families, and communities throughout the developing world. By the end of this program, you'll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them.

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

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

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**SPECIAL NEEDS:**

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

**ONLINE CLASS:**

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_yes\_\_\_  
Synchronous Only \_\_\_x\_\_\_  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions \_\_\_9\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_ Open Y N

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Course Details

(13 contact hours) Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

This certificate program offers insights into infectious diseases that are essential for medical professionals. The program begins by examining basic techniques and procedures for preventing the transmission of infectious disease. Then you'll take a closer look at some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDS, zoonoses (diseases that are spread from pets to people), and tickborne diseases.

The program concludes with an examination of emerging global infectious diseases (EIDs), which threaten individuals, families, and communities throughout the developing world. By the end of this program, you'll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them.

#### Program Benefits:

The Infectious Diseases and Infection Control certificate program offers a multidisciplinary educational experience. Your certificate in Infectious Diseases and Infection Control will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

#### Career Opportunities:

The Infectious Diseases and Infection Control certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

#### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Curriculum:

The Infectious Diseases and Infection Control certificate program consists of a total of 9 courses:

- Infection Control Basics
- Influenza: Symptoms, Treatment, and Prevention
- Pneumonia in Adults and Children
- Tuberculosis
- The ABCs of Hepatitis
- HIV/AIDS Education for Healthcare Professionals



- Zoonoses: Can Your Pet Make You Sick?
- Tickborne Diseases
- Emerging Global Infectious Diseases

**Accreditation:**

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

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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

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

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11  
This activity is being provided by ALLEGRA Learning Solutions, LLC and *jointly provided by Cengage Learning, Inc.*

**Expiration Date: 11/11/2018**

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Instructor Biography

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

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

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# Certificate in Infectious Diseases and Infection Control

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)

### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

The Certificate in Infectious Diseases and Infection Control consists of a total of nine lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete.

When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion.

Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.021

Course Title: Certificate in Integrative Mental Health

Instructor (print): Cyndie Koopsen

Division Faculty Review

Casey Sandoz  
Faculty Review Signature  
Nursing  
Discipline  
3-12-18  
Date  
Approved  Denied  Reason \_\_\_\_\_

C. M. Jacobs  
Faculty Review Signature  
Nursing  
Discipline  
3/12/18  
Date  
Approved  Denied  Reason \_\_\_\_\_

Ausaysonglu  
Faculty Review Signature  
Nursing  
Discipline  
3/12/18  
Date  
Approved  Denied  Reason \_\_\_\_\_

Debra Dickerson  
Faculty Review Signature  
Nursing  
Discipline  
3/12/18  
Date  
Approved  Denied  Reason \_\_\_\_\_

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Bonnie Cune  
AP&P Representative Signature  
3/12/18  
Date  
Approved  Denied  Reason \_\_\_\_\_

[Signature]  
Division Dean Signature  
3/15/18  
Date  
Approved  Denied  Reason \_\_\_\_\_

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Catherine A. Harb  
C&CS Division Dean Signature  
3/20/18  
Date  
Approved  Denied  Reason \_\_\_\_\_



## ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: OLM.D.1617-021

TITLE: Certificate in Integrative Mental Health

INSTRUCTOR: Cyndie Koopsen

HOURS: 20

NUMBER OF MEETINGS: 9

ENROLLMENT FEE: \$120

MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: N/A

ENROLLMENT EXPECTED: 26

**DESCRIPTION OF OFFERING:** Target audience: This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Recommended advisories/pre-requisites/instructor approval:

Course description: This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions. Integrative mental health emphasizes treating the mind, body, and spirit. In this program, you'll learn how this new model of medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD) and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. In addition, this program explores the treatment of bipolar disorders in children and adolescents. Medications and conventional psychotherapy have their place in the treatment of individuals with mental health disorders. However, as you'll learn in this program, there is growing evidence of the effectiveness of other treatment approaches such as nutritional supplements, exercise, light therapy, pet therapy, guided imagery, massage and other manual therapies, music and art therapy, dance therapy, stress management techniques, healing touch, biofeedback, sleep hygiene, acupuncture, and spiritual counseling. This program is ideal for professionals in nursing and other healthcare fields, as well as individuals interested in integrative mental health.

**INSTRUCTOR BIOGRAPHY:** Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community

education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

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

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SPECIAL NEEDS: N/A

Facilities:

Audio/Video:

Other:

Need software installed: N/A

ITS notified: \_\_\_\_\_  
Date Signature

ONLINE CLASS:

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_Yes\_\_\_  
Synchronous Only \_\_\_X\_\_\_  
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

# Certificate in Integrative Mental Health

## Course Details

[Course Summary](#)[Catalog Information](#)[Course Details](#)[Syllabus](#)[Instructor Biography](#)[Requirements](#)[Student Reviews](#)

### Course Details

(20 contact hours) This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions. Integrative mental health emphasizes treating the mind, body, and spirit. In this program, you'll learn how this new model of medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD) and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. In addition, this program explores the treatment of bipolar disorders in children and adolescents. Medications and conventional psychotherapy have their place in the treatment of individuals with mental health disorders. However, as you'll learn in this program, there is growing evidence of the effectiveness of other treatment approaches such as nutritional supplements, exercise, light therapy, pet therapy, guided imagery, massage and other manual therapies, music and art therapy, dance therapy, stress management techniques, healing touch, biofeedback, sleep hygiene, acupuncture, and spiritual counseling. This program is ideal for professionals in nursing and other healthcare fields, as well as individuals interested in integrative mental health.

#### Program Benefits:

The Integrative Mental Health certificate program offers a multidisciplinary educational experience. Your certificate in Integrative Mental Health will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

#### Career Opportunities:

The Integrative Mental Health certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

#### Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

#### Curriculum:

The Integrative Mental Health certificate program consists of a total of 9 courses:

- Anxiety Disorders: An Integrative Approach
- Bipolar Disorder in Children and Adolescents: An Integrative Approach
- Sleep Disorders: An Integrative Approach
- Mental Health and Aging



- Depression: An Integrative Approach
- Chronic Pain: An Integrative Approach to Effective Pain Management
- Alzheimers Disease: Mysteries and Possibilities
- Post Traumatic Stress Disorder (PTSD)
- ADHD: Attention Deficit Hyperactivity Disorder

## ACCREDITATION

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

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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

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

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

ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

*This activity is being provided by ALLEGRA Learning Solutions, LLC and jointly provided by Cengage Learning, Inc.*

Expiration Date: 10/15/17

**Course Revised April 2015**

# Certificate in Integrative Mental Health

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### Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

# Certificate in Integrative Mental Health

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### Instructor Biography

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

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# Certificate in Integrative Mental Health

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### Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)

The Certificate in Integrative Mental Health consists of a total of nine lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

# Certificate in Integrative Mental Health

## Course Details

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### Student Reviews

*I will have a greater understanding of what residents and patients are experiencing and I will be able to more able to know what to do for them.*

*I currently work with the mentally retarded and some mental health. Our resident's are becoming older, as I have been there 14 years, and I now am more informed in caring for them.*

*This course has helped me to understand the needs of my patients mental status.*

*I feel more confident taking care of patients with Alzheimer's Disease. I have been working with more of these patients in home care so this last lesson was my main focus*

*The facts and pathophysiology of the diseases was a great review. I am an RN, and I am studying Reiki therapy and the other alternative approaches that were mention is perhaps something I can incorporate into my practice.*

*I now have a better understanding of mental health issues and various treatments. I will apply this knowledge toward my future career in the health care field. I look forward to caring for patients and understanding their needs and how I may help.*

*I learned that many factors contribute to one's personality and development therefore we need to be very careful when we give a diagnosis to a patient. Many children have been diagnosed with autism, nonetheless we do not take the time to learn more about it. As a result of this course, I will be more cautious.*

*Thank you. I was very impressed and thankful for your in-depth research on each chapter and your neutral tone throughout the course.*

*I especially appreciated all the safety information....it gave me ideas for future clients. I also appreciated the info Integrative Health Options for Caregivers (cognitive restructuring) & Imagery...didn't realize the Imagery (visualization) had that kind of impact on bodies/emotions.*

*I will now have a certain amount of knowledge in how to deal with patients affected with mental disorders. This course has helped me understand more about the mental illness and will help me in my volunteer job at the hospital where dealing with patients with mental illness is crucial.*

## Proposed Distance Education Course Categories

Currently there are two categories of DE courses for AVC used by the AP&P. These are the categories and their definitions (From the 2017-2018 AP&P Standards & Practices Handbook):

1. Hybrid Course: a course designed to utilize some classroom-based instruction integrated with other modes of electronic instructional delivery: e.g. Internet, e-mail, video, discussion boards, multi media, etc. Hybrid courses meet both on-campus and online.
2. Online Course: a course designed to utilize methods of instruction entirely online. (No on-campus meetings required.)

The following categories are recommended for be adoption:

1. Online Course: a course designed for all instruction to take place online with no requirement for students to meet on campus at any time during the term.
2. Hybrid Course: a course designed for the majority of instruction to take place online. Students will be required to meet on campus for orientations, exams, quizzes or other non-instructional activities.
3. Blended Course: a course designed for instruction to take place both in the classroom and online. Students will be required to meet on campus and online during the term.
4. Remote Classroom Course: a course designed for instruction to take place in the classroom allowing students to remotely attend the course.
  - a. Online: No requirement for students to meet on campus at any time during the term.
  - b. Hybrid: Students will be required to meet on campus for orientations, exams, quizzes or other non-instructional activities.